



OFFICE OF THE GOVERNOR
STATE OF MISSOURI
JEFFERSON CITY
65101

MATT BLUNT
GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

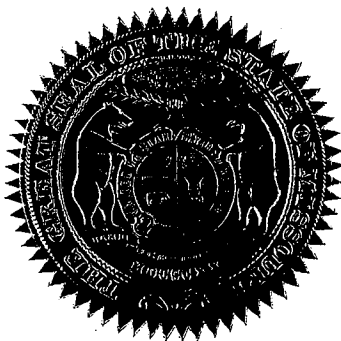
December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Health and Senior Services dated December 12, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:


GOVERNOR

19 DECEMBER 2006
DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes

**Missouri Department of Health and Senior Services**

P.O. Box 570, Jefferson City, MO 65102-0570 Phone: 573-751-6400 FAX: 573-751-6010
RELAY MISSOURI for Hearing and Speech Impaired 1-800-735-2966 VOICE 1-800-735-2466

Julia M. Eckstein
Director



Matt Blunt
Governor

December 12, 2006

RECEIVED

DEC 14 2006

OFFICE OF ADMINISTRATION

Michael Keathley, Commissioner
Office of Administration
State Capitol Building, Room 125
Jefferson City, Missouri 65101

Dear Mr. Keathley:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached update to the Department of Health and Senior Services departmental plan. Changes to the plan update the structure to reflect:

- The transfer of the Missouri Rx Plan Advisory Commission from the Department of Health and Senior Services to the Missouri Department of Social Services effective August 28, 2006. This transfer was accomplished by Executive Order 06-05.
- The transfer of the Governor's Council on Physical Fitness and Health from the Office of Administration to the Department of Health and Senior Services in the Fiscal Year 2007 budget. This Council is organizationally located in the Division of Community and Public Health in the Department of Health and Senior Services.

Attached is the updated department plan, organizational chart and executive salary schedule submitted for your approval.

Sincerely,

Jane Drummond
Director

Attachments

c: Ed Martin
Lori Strong-Goeke

www.dhss.mo.gov

Healthy Missourians for life.

The Missouri Department of Health and Senior Services will be the leader in promoting, protecting and partnering for Health.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER: Services provided on a nondiscriminatory basis.

Department of Health and Senior Services

The Department of Health and Senior Services was created by the passage of House Bill 603 in May 2001. The bill transferred the roles and responsibilities of the Division of Aging in the Department of Social Services to the Department of Health creating the Department of Health and Senior Services. The Department of Health and Senior Services is working to be the leader in promoting, protecting and partnering for health. The department seeks to fulfill its vision of healthy Missourians for life by providing information and education; effective regulation and oversight; quality services and surveillance of diseases and conditions.

The **State Board of Health and State Board of Senior Services** serve as advisory bodies for activities of the Department of Health and Senior Services. These boards advise the director of the department in planning for and operating the department, and acts in an advisory capacity regarding rules promulgated by the department. Both boards consist of seven members appointed by the Governor with advice and consent of the Missouri Senate.

Departmental Support Services is responsible for the management of the department and the administration of its programs and services. It provides a variety of support services for the department. Programs include:

- Center for Emergency Response and Terrorism
- Division of Administration
- Office of General Counsel
- Office of Governmental Policy and Legislation
- Office of Human Resources
- Office of Public Information
- Office of Special Investigations
- State Public Health Laboratory

The **Division of Senior and Disability Services** investigates allegations of elder abuse and administers programs designed to maximize independence and safety for adults who are at risk of abuse, neglect and financial exploitation or have long-term care needs that can be safely met in the community. Programs under this division include:

- Central Registry Unit
- Senior and Disability Services Programs

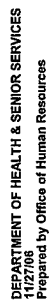
The **Division of Regulation and Licensure** ensures the quality of a variety of entities including child care and lodging facilities, hospitals and ambulatory surgical centers, medical and industrial sources of radiation, home health and hospice providers, long-term care facilities including residential care, intermediate care and skilled nursing facilities, emergency medical services and lead remediators, pharmacies and persons authorized to prescribe or dispense controlled substances, on-site sewage systems and rating of milk producers and processors. Programs under this division include:

- Board of Nursing Home Administrators
- Child Care
- Family Care Safety Registry
- Long Term Care Ombudsman

- Section for Health Standards and Licensure
- Section for Long Term Care
- Certificate of Need Program

The **Division of Community and Public Health** administers programs that impact family health, the prevention of chronic diseases, nutrition and other programs that improve the health of communities. It is also the principal unit involved in the surveillance and investigation of the cause, origin, and method of transmission of communicable (or infectious) diseases and environmentally related medical conditions. Programs under this division include:

- Center for Local Public Health Services
- Governor's Council on Physical Fitness and Health
- Office of CPH Emergency Coordination
- Office of Epidemiology
- Office of Minority Health
- Office of Primary Care and Rural Health
- Office on Women's Health
- Public Health Practice and Administrative Support Section
- Section for Chronic Disease Prevention and Nutrition Services
- Section for Disease Control and Environmental Epidemiology
- Section for Healthy Families and Youth



DHSS EXECUTIVE PAY RANGES

Exec. Level	Salary Range		Title
	Minimum	Maximum	
I	\$80,232	\$116,856	Department Director
II	\$73,536	\$106,920	Deputy Department Director
III	\$67,428	\$97,896	Director, Division of Regulation & Licensure
IV	\$61,908	\$89,580	Director, Division of Senior & Disability Services
IV	\$61,908	\$89,580	Director, Division of Community & Public Health
IV	\$61,908	\$89,580	Director, Division of Administration

* OA has requested Executive Pay Questionnaires for all DHSS Division Directors. The Director, Division of Regulation & Licensure has completed the questionnaire and this position has been designated at the III level. Questionnaires for the other division directors are pending.



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STATE CAPITOL
ROOM 216
(573) 751-3222

December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Mental Health dated October 31, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:


GOVERNOR

19 December 2006
DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes

MATT BLUNT
GOVERNOR
RON DITTEMORE, Ed.D.
INTERIM DIRECTOR

**MENTAL HEALTH COMMISSION**

JOHN CONSTANTINO, M.D.
CHAIRPERSON
MARY LOUISE BUSSABARGER, M.A.
GEORGE GLADIS
BETH L. VIVIANO
PHILLIP McCLENDON

STATE OF MISSOURI
DEPARTMENT OF MENTAL HEALTH

1706 EAST ELM STREET
P.O. BOX 687
JEFFERSON CITY, MISSOURI 65102
(573) 751-4122
(573) 526-1201 TTY
www.dmh.mo.gov

October 31, 2006

The Honorable Matt Blunt
Governor, State of Missouri
Room 216, State Capitol
Jefferson City, MO 65101

Dear Governor Blunt:

Enclosed please find the Department of Mental Health's current organizational chart and current salary for executive and administrative positions.

There are two significant changes from the last reorganization plan that was filed with the Secretary of State:

- Mental Health Transformation is included on the chart. This is a multi-agency initiative funded by a 5-year, federal grant. Diane McFarland, the former director of the Division of Psychiatric Services, was appointed by your office to head the State Transformation Workgroup.
- The DMH Facility Operations Office was created in January, 2006 to provide closer oversight and help ensure quality at our state-operated facilities. This office is at the same status as our three program divisions.

Please let me know if you have questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Ron Dittmore".

Ron Dittmore, Ed.D.
Interim Director

RD:cw
Enclosures

The Department of Mental Health does not deny employment or services because of race, sex, creed, marital status, religion, national origin, disability or age of applicants or employees.

Missouri Department of Mental Health

Although its functions date back to 1847, the Missouri Department of Mental Health was first established as a cabinet-level state agency by the Omnibus State Government Reorganization Act on July 1, 1974. The department serves as the state's Mental Health Authority, establishing philosophy, policy and standards of care.

State law provides three principal missions for the department: (1) the prevention of mental disorders, developmental disabilities and substance abuse; (2) the treatment, habilitation and rehabilitation of Missourians with those conditions; and (3) the improvement of public understanding and attitudes about mental disorders, developmental disabilities and substance abuse.

The vision of the Department of Mental Health is one of *"Lives Beyond Limitations"* – Missourians shall be free to live their lives and pursue their dreams beyond the limitations of mental illness, developmental disabilities, alcohol and other drug abuse.

Missourians must know that mental illness is a treatable disease, persons with substance abuse problems can triumph over their addictions, and persons with developmental disabilities can be productive citizens and good neighbors in their communities.

Mental Health Commission

The commission, composed of seven members, appoints the director of the Department of Mental Health with confirmation of the Senate. Commissioners are appointed to four-year terms by the governor, again with the confirmation of the Senate. The commissioners serve as policy advisers to the department director.

The commission, by law, must include an advocate of community mental health centers, a physician who is an expert in the treatment of mental illness, a physician concerned with developmental disabilities, a member with business expertise, an advocate of substance abuse treatment, a citizen who represents the interests of consumers of psychiatric services and a citizen who represents the interests of consumers of developmental disabilities services.

Division of Alcohol and Drug Abuse

The Division of Alcohol and Drug Abuse was established within the Department of Mental Health in 1975 and became a statutory entity in 1980 with the passage of the Omnibus Mental Health Act.

The division is responsible for assuring that treatment and prevention services are accessible and affordable for persons with substance abuse, addiction, or compulsive gambling problems, and those at risk for such disorders.

The division meets its responsibilities for comprehensive treatment, prevention, intervention, and compulsive gambling services by contracting with community-based providers. The division's administrative responsibilities include procurement and management of federal grants and state funds, contracts monitoring, program management, development and enforcement of standards of care, clinical utilization review, federal reporting, data management, research, training, technical assistance, and public information.

Services are provided through the Comprehensive Substance Treatment and Rehabilitation (CSTAR) program, the Substance Abuse Traffic Offenders' Program (SATOP), the state's Medicaid program, other clinical programs, and a comprehensive substance abuse prevention system.

State Advisory Council on Alcohol and Drug Abuse

The State Advisory Council on Alcohol and Drug Abuse was established in State Statute in 1980. Members are appointed by the director of the Department of Mental Health. The council is comprised of 25 members who collaborate with the department on developing and administering a state plan on alcohol and drug abuse; promote meetings and programs for discussing the reduction of the debilitating effects of alcohol or drug abuse; study and review current prevention, evaluation, care and rehabilitation technologies and recommend appropriate preparation, training, and distribution of manpower and resources in the provision of services to persons affected by alcohol or drug abuse; and recommend specific methods, means, and procedures to be adopted to improve and upgrade the alcohol and drug abuse service delivery system for citizens of Missouri. In addition to the State Advisory Council, Regional Advisory Councils have been established in each of the Division's five regions. Members of Regional Advisory Councils are appointed by the director of the Division of Alcohol and Drug Abuse. Through public education and advocacy efforts, consumers and vendors of alcohol and drug abuse prevention, treatment and recovery services have become integral parts of defining priorities for the department and division on issues surrounding prevention, disparities, service array, recovery, and housing. The council works with other advocacy groups at the local level to educate communities and individuals, disseminate information, and support the development of accessible alcohol and drug abuse services and supports for individuals and families.

Division of Comprehensive Psychiatric Services

The Division of Comprehensive Psychiatric Services provides inpatient and residential services for children and adults at 11 state-operated facilities. These include four long-term care facilities, three acute care hospitals, one facility with both acute and long-term services, one sexual offender treatment center, one children's psychiatric hospital, and one children's residential treatment center. These facilities are divided into four regions across the state; central, eastern, southern, and western. Each region is directed by a chief executive officer who works directly with their respective facility chief operations officer for oversight at each facility.

In addition to Division oversight, the facilities report to the Director of Facility Operations regarding the day-to-day management around quality improvement, risk management, compliance, and staffing issues.

The division contracts with not-for-profit community mental health centers to provide services for persons with mental illness in each of 25 geographic service areas. The agency responsible for service provision in each service area is designated as the division's administrative agent. The administrative agents are responsible for assessment and service delivery to eligible individuals in their geographic service area. This includes responsibility to provide follow-up services to persons who have been discharged from state-operated inpatient services. Children and their families are also served by administrative agents.

Supported community living programs are provided to individuals with mental illness who require financial subsidies to support their housing needs or need more structured services to live in the community. Living arrangements in this program range from nursing homes to apartments and other settings that are integrated into the community. Persons in these programs are provided support through case management and community psychiatric rehabilitation program services provided by administrative agents.

State Advisory Council on Comprehensive Psychiatric Services

The State Advisory Council for Comprehensive Psychiatric Services was first established in 1977 by the governor's executive order. Members are appointed by the director of the Division of Comprehensive Psychiatric Services. The council is comprised of 25 members who advise and make recommendations on the development and coordination of a statewide inter-agency/inter-departmental system of care for children/youth with serious emotional disorders and persons with mental illness and their families. Through public education and advocacy efforts consumers of mental health services and their families have become integral parts of defining priorities for the division on issues surrounding accessible services, crisis intervention, children's services, recovery and budget. The council works with other mental health advocacy groups in planning and coordinating Mental Health Awareness Day, an event that brings together consumers, family members, mental health professionals and advocates throughout the state where they participate at the capitol in educational seminars and informational displays.

Division of Mental Retardation and Developmental Disabilities

The Division of Mental Retardation and Developmental Disabilities, established in 1974, serves a population that has developmental disabilities such as mental retardation, cerebral palsy, head injury, autism, epilepsy and certain learning disabilities. Such conditions must have occurred before age 22 and are likely to continue indefinitely. To be eligible for services from the division, persons with these disabilities must be substantially limited in their ability to function independently.

The division improves the lives of persons with developmental disabilities through supports and services to enable those persons to live independently and productively. In 1988, the division began participation in the Medicaid Home and Community Based Waiver Program, designed to help expand needed services throughout the state.

The division operates 17 facilities that provide or purchase specialized services. The 11 regional centers form the framework for the system and are backed by six habilitation centers that provide residential care and habilitation services for more severely disabled persons. In addition to Division oversight, the habilitation centers report to the Director of Facility Operations regarding the day-to-day management around quality improvement, risk management, compliance, and staffing issues.

The regional centers, the primary points of entry into the system, provide assessment and case management services that include coordination of each eligible person's individualized plan.

Referrals may be made by a regional center to a habilitation center. Habilitation centers primarily serve persons who are severely disabled, behaviorally disordered, court-committed or medically fragile. All habilitation centers are Medicaid certified.

Missouri Planning Council

The division receives consumer advice and planning assistance from the Missouri Planning Council for Developmental Disabilities and 11 regional councils. The regional council's members are drawn from areas served by the regional centers.

The Missouri Planning Council for Developmental Disabilities was created in 1971 under federal legislation. The council also serves, under Missouri statute, as the State Advisory Council on Mental Retardation and Developmental Disabilities, providing advice to the division director and other state agencies that serve persons with developmental disabilities.

Missouri Planning Council members are appointed by the Governor. The council develops and implements a state plan addressing systems change for Missourians with developmental disabilities.

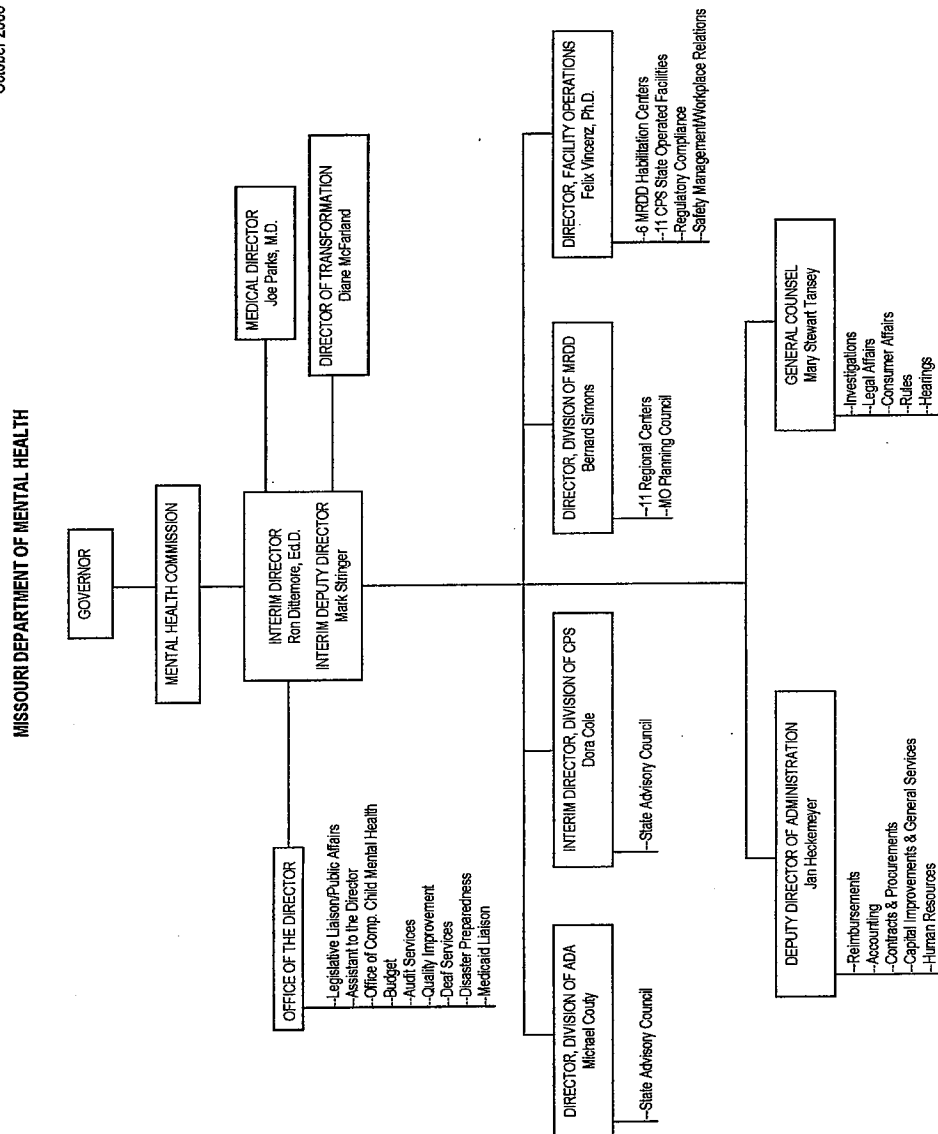
Facility Operations

In January, 2006, the Department established the Facility Operations Team to give greater focus to improving the quality, consistency and efficiency of the Department's state-operated facilities — 6 habilitation centers and 11 psychiatric inpatient facilities. Facility Operations is headed by a Director of Facility Operations, and includes individuals with clinical expertise from the Division of MRDD and Division of CPS, as well as individuals with expertise in nursing, regulatory standards, and budget and reimbursements. The Facility Operations Team has responsibility and authority for overseeing the day-to-day operations of the facilities. The director of the team reports to the Department Director. The Divisions of MRDD and CPS continue to be responsible for all policies regarding their systems of care, including those involving admission and discharge, as well as decisions regarding program capacity, and the role and functioning of facilities within their systems of care.

Mental Health Transformation

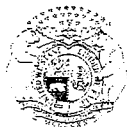
In August, 2006, Governor Blunt announced that Missouri was awarded a federal grant to develop initiatives to transform the state mental health system. The Missouri Mental Health Transformation Initiative: *Creating Communities of Hope* builds on the Governor's stated commitment to reforming government to make it more efficient and responsive to the residents of Missouri. Mental Health Transformation is being promoted as a result of the President's *New Freedom Commission* Report of 2003 which identified weaknesses at the state and federal level in mental health care, reporting on a system that is "broken and fragmented." The grant from the Substance Abuse and Mental Health Services Administration is for up to five years and \$14 million. A Transformation Leadership Workgroup established by Governor Blunt includes senior leaders from the Departments of Mental Health, Social Services, Health and Senior Services, Corrections, Public Safety, and Elementary and Secondary Education, along with mental health consumers, family members, and other stakeholders. The primary focus of the first year of the grant is the development of a Comprehensive State Mental Health Plan by the Transformation Leadership Workgroup.

October 2006



DEPARTMENT OF MENTAL HEALTH	FY 2007 – July 1, 2006	
	Salary Range Low - High	
Department Director (Non-Physician)*:	\$ 80,232	- \$116,856
Deputy Department Director:	\$ 73,536	- \$106,920
Director, Division of Comprehensive Psychiatric Services (Non-Board Certified Psychiatrist):	\$ 67,428	- \$ 97,896
Director, Division of Mental Retardation and Developmental Disabilities:	\$ 67,428	- \$ 97,896
Director, Division of Alcohol and Drug Abuse:	\$ 67,428	- \$ 97,896
Deputy Director for Administration:	\$ 61,908	- \$ 89,580
Deputy Division Director for Psychiatry (Department Medical Director):	\$120,432	- \$157,896
Unclassified Facility Superintendents MRDD Habilitation Centers:	\$ 65,475	- \$ 91,922
Regional Center Directors for MRDD:	\$ 51,768	- \$ 86,400
Unclassified Facility Chief Operating Officers:	\$ 65,475	- \$ 91,922
Unclassified Facility Medical Directors:	\$113,558	- \$166,908
Director, Facility Operations:		\$ 97,893
Director, Transformation:		\$ 97,893

*State Mental Health Commission sets salary.



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GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Insurance, Financial Institutions and Professional Registration dated August 28, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:


GOVERNOR

19 December 2006
DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes

Matt Blunt
Governor
State of Missouri



Department of Insurance
Financial Institutions
and Professional Registration
W. Dale Finke, Director

MEMORANDUM

TO: Governor Matt Blunt

FROM: Dale Finke *WDF*
Director

DATE: August 28, 2006

SUBJECT: Department of Insurance, Financial Institutions and Professional Registration
Organization Plan

In accordance with the Reorganization Act of 1974, attached please find an organizational plan for the Department of Insurance, Financial Institutions and Professional Registration established by Executive Order 6-04.

Attachment

CC: Ken McClure

Matt Blunt
Governor
State of Missouri



Department of Insurance
Financial Institutions
and Professional Registration
W. Dale Finke, Director

ORGANIZATION PLAN AND CHART

The Department of Insurance, Financial Institutions and Professional Registration ("DIFP") is charged with the administration and execution of laws relating to insurance in chapters 325 and 374 through 385, RSMo, health service organizations and health maintenance organizations in chapter 354, RSMo, and insurance-related provisions in the workers' compensation law in chapter 287 and the tort laws in chapter 537, RSMo. By Type III transfers under the authority of the Omnibus State Reorganization Act of 1974 and Executive Order 6-04, the Department is now also charged with the administration and execution of laws relating to finance in chapters 361 through 369 and 371, RSMo, credit unions in chapter 370, RSMo, and the regulation of numerous professions under chapters 209, 214, 256, 324, 326 through 346, 436 and 620, RSMo.

The head of DIFP is a director appointed by the Governor with the advice and consent of the Senate under the authority of section 374.020, RSMo. The director is assisted by a deputy director and by seven division directors carrying out various regulatory and administrative responsibilities. Three divisions primarily relate to the monitoring of insurance markets and the functional regulation of participants in those markets:

Consumer Affairs Division – This division assists the general public in resolving complaints against insurance companies and producers, providing information to consumers and investigating complaints of insurance fraud and unfair claims settlement practices.

Insurance Market Regulation Division – This division protects the interests of Missouri's insurance-buying consumers by routinely reviewing insurance contracts and examining insurance offices to ensure companies are conducting business in compliance with state laws and regulations.

Insurance Solvency and Company Regulation Division – This division administers the admission of insurance companies into the Missouri market and monitors the financial condition of all Missouri based insurance companies. Formerly the Division of Financial Regulation, the name change became effective August 28, 2006 to better reflect the division's activities.

These three divisions are led by division directors appointed by the DIFP director. The primary responsibility of the deputy director is the administration of the three insurance-related divisions.

301 West High Street, Room 530, P.O. Box 690 • Jefferson City, Missouri 65102-0690 •
Telephone 573/751-4126 • TDD 1-573-526-4536 (Hearing Impaired)
<http://www.difp.mo.gov>

Three divisions were moved to DIFP by Type III transfer in accordance with Executive Order 6-04. Two of these divisions relate to the function of regulating participants in the business of finance:

Division of Finance — This division is responsible for the incorporation and regulation of state-chartered banks, trust companies, savings banks and other entities in the Missouri finance market and monitors the activity of participants in the finance markets.

Division of Credit Unions — This division administers the entry of credit unions into the Missouri finance market and monitors the activity of those participants in the finance markets.

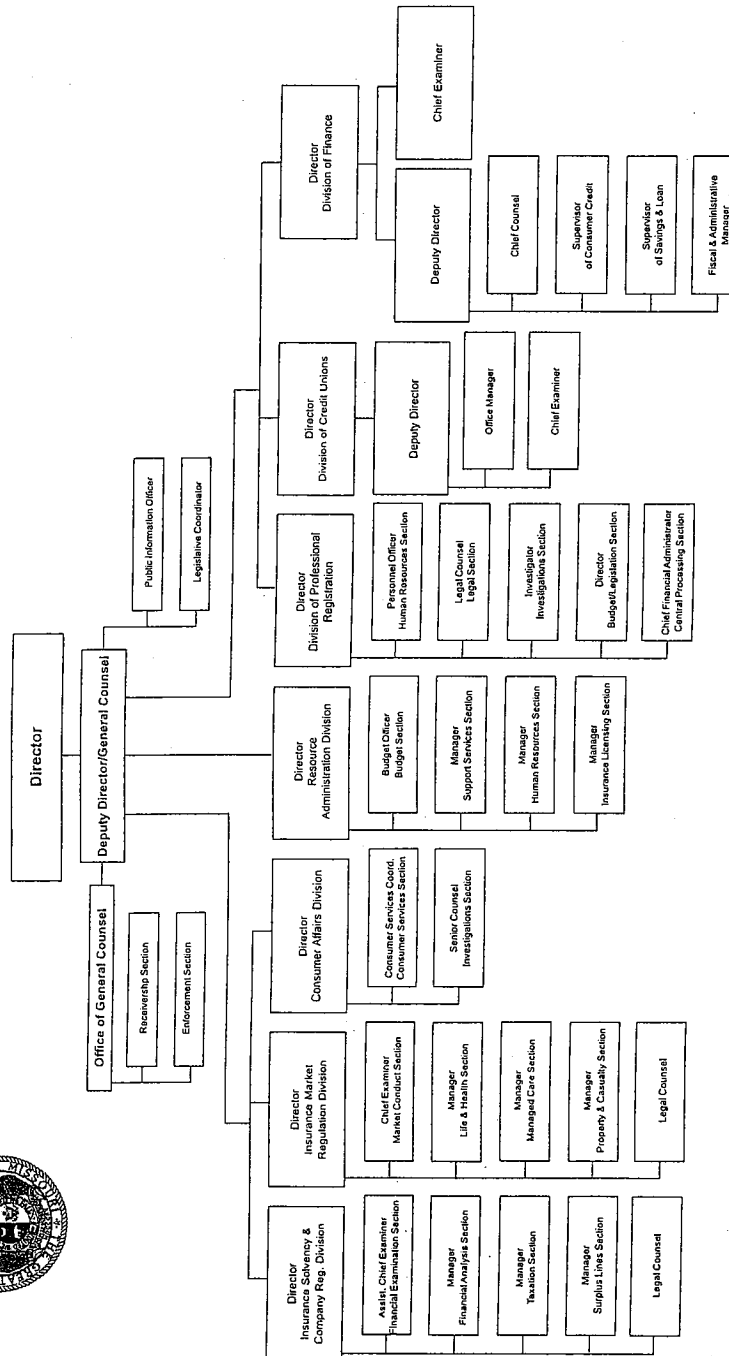
The third division moved by Type III transfer in accordance with Executive Order 6-04 is the Division of Professional Registration. Professional Registration is charged with protecting the public by licensing qualified professionals, enforcing professional standards and maintaining communication with the licensed professionals. The Division coordinates the efforts of 39 regulatory boards and commissions.

The seventh division in DIFP is the Resource Administration Division. This division is responsible for the general operation and support within the department, including budgeting, human resources, fiscal management and strategic planning. This division is led by a division director appointed by the DIFP director.

The Director of DIFP also receives assistance from a public information officer, a legislative coordinator and the office of general counsel, which provides legal advice to the director, prosecutes administrative and civil enforcement actions and supervises insolvent insurance companies placed into court receivership.



Missouri Department of Insurance, Financial Institutions & Professional Registration Organizational Structure



**DEPARTMENT OF INSURANCE, FINANCIAL INSTITUTIONS AND
PROFESSIONAL REGISTRATION
SALARY SCHEDULE**

Executive Level	Title	FY 2007 Salary Range	
		Minimum	Maximum
I	Department Director	\$ 80,232	\$116,856
III	Deputy Director / General Counsel	\$ 67,428	\$ 97,896
IV	Division Director, Consumer Affairs	\$ 61,908	\$ 89,580
	Division Director, Credit Unions*		\$ 90,480
	Division Director, Finance*		\$ 93,930
IV	Division Director, Insurance Market Regulation	\$ 61,908	\$ 89,580
IV	Division Director, Insurance Solvency & Company Regulation	\$ 61,908	\$ 89,580
IV	Division Director, Professional Registration	\$ 61,908	\$ 89,580
IV	Division Director, Resource Administration	\$ 61,908	\$ 89,580

* Note – these positions are exempt from the Uniform Classification and Pay System (UCP), pursuant to the enactment of House Bill 379 and Senate Bill 318 (2005).



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December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Elementary and Secondary Education dated September 20, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:


GOVERNOR

19 December 2006
DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes

D. Kent King
Commissioner of Education



Bert Schulte
Deputy Commissioner

Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

September 20, 2006

Mr. Michael N. Keathley, Commissioner
Office of Administration
State Capitol, Room 125
PO Box 809
Jefferson City, MO 65102

Dear Mr. Keathley:

The following information is provided for the Department of Elementary and Secondary Education pursuant to the State Omnibus Reorganization Act of 1974.

In January 2004, the Division of Vocational and Adult Education was renamed to the Division of Career Education. The purpose for the name change was based upon statewide needs assessment from teachers and administrators and reflective of changes in the professions. There are no further updates to the plan beyond the 2001 reorganization.

A copy of the Department's current organizational chart is enclosed for your information, as well as the executive pay level for Department and division administrative positions.

Sincerely,

A handwritten signature in black ink, reading "Bert Schulte", is positioned above the printed name and title.

Bert Schulte
Deputy Commissioner of Education

Enclosures

c: D. Kent King, Commissioner of Education
Ed Martin, Chief of Staff
Mary Beth Luna Wolf, Governor's Office Liaison
Lori Strong-Goeke, Office of Administration

Department of Elementary and Secondary Education**Overview of the State Board of Education and the
Department of Elementary and Secondary Education****State Board of Education**

Under the Missouri Constitution (Article IX), the State Board of Education has general authority for "supervision of instruction in the public schools." Today, this responsibility includes the oversight of educational programs and services that serve Missourians from preschool through the adult levels.

The State Board of Education is composed of eight lay citizens, appointed by the governor and confirmed by the senate to serve eight-year terms. The terms are staggered so that one term expires each year. No more than four members may belong to the same political party. No more than one member of the board may live in the same county or congressional district.

The board appoints the commissioner of education to serve as its chief executive officer and as director of the Department of Elementary and Secondary Education. The board is required by law to meet at least twice a year in Jefferson City. Generally, though, the board meets for two days each month.

The primary role of the board is to provide leadership and advocacy for the improvement of Missouri's public education system. The board also establishes policies and regulations needed to carry out state and federal laws related to public education. The board's major duties include:

- Setting accreditation standards for local school districts through the Missouri School Improvement Program (MSIP). The accreditation standards define basic requirements for curriculum, student performance, staffing, high school graduation, and other areas of school operations.
- Establishing "academic performance standards" for the public schools and designing an assessment system to measure students' learning, as required by state law.
- Setting education and certification requirements for all professional personnel (teachers, administrators, librarians, counselors, etc.) in public schools.
- Approving educator-preparation programs in the state's community colleges and four-year institutions, both public and private.
- Establishing regulations and administrative requirements for the distribution of state and federal funds to school districts and other agencies.
- Monitoring school districts' compliance with state and federal laws and regulations. This includes the administration of federally supported programs in the areas of special education, career-technical education and child nutrition (the school lunch and breakfast programs).
- Administering the Missouri School for the Blind (St. Louis), the Missouri School for the Deaf (Fulton) and the system of State Schools for Severely Handicapped.
- Administering vocational rehabilitation services for adult citizens with disabilities. (See Division of Vocational Rehabilitation below.)

Department of Elementary and Secondary Education

Article IX of the Missouri Constitution reads, in part: "A general diffusion of knowledge and intelligence being essential to the preservation of the rights and liberties of the people, the general assembly shall establish and maintain free public schools for the gratuitous instruction of all persons in this state within ages not in excess of twenty-one years as prescribed by law."

To help carry out this mandate the legislature first established a state office of education, with an elected state superintendent, in 1839. The office went through several transformations until the current constitution, adopted in 1945, established the State Board of Education in its present form and created a department of education, headed by an appointed commissioner of education.

The Department of Elementary and Secondary Education (DESE) was reorganized and established in its present form by the Omnibus State Reorganization Act of 1974.

The department is primarily a service agency that works with educators, legislators, government agencies, community leaders and citizens to maintain a strong public education system. Through its statewide school-improvement initiatives and its regulatory functions, the department strives to assure that all citizens have access to high-quality public education.

The Department of Elementary and Secondary Education is the administrative arm of the State Board of Education. In addition to the commissioner of education, the senior staff of the department consists of one deputy commissioner, one associate commissioner and five assistant commissioners. The associate and assistant commissioners each head one of the department's six main divisions, described below.

Office of the Commissioner of Education

The commissioner of education directs the Department of Elementary and Secondary Education and fulfills other duties as prescribed by law (Section 161.122, RSMo). These duties include: supervising schools and directing the process by which school districts are accredited; suggesting ways to upgrade curriculum and instruction in public schools; working with state and local officials to assure efficient management of public schools; advising local school officials, teachers and patrons about education-related issues and laws; and seeking "in every way to elevate the standards and efficiency of the instruction given in the public schools of the state." The commissioner is appointed by, and serves at the pleasure of, the State Board of Education.

Deputy Commissioner

The deputy commissioner serves as chief of staff for the agency, maintains liaison with the legislature and other agencies, and oversees all of the department's activities related to school improvement.

Division of Administrative and Financial Services

The associate commissioner heads this division. It is responsible for distributing all federal and state funds to local school districts and other agencies that provide education-related services. The school finance section assists local school officials with budgeting, audits, and the reporting of financial statistics. This division also manages the department's internal business operations, such as accounting, budget, human resources, information technology, and planning and research.

Division of School Improvement

A primary function of this division is to manage the Missouri School Improvement Program (MSIP), the state's accreditation system for public school districts. It also assists local educators with curriculum development and student testing. The Curriculum Services Section provides technical assistance to local school personnel in the areas of math, science, social studies, communication arts, health/physical education and fine arts. This division also administers a wide range of state- and federally-funded grant programs that assist local schools (Title I and other federal programs, early childhood and parent education, charter schools, gifted education, educational technology, the A+ Schools program, etc.). The School Core Data Section oversees the collection and reporting of education-related statistics.

Division of Special Education

This division administers state and federal funds to support services for students and adults with disabilities. Staff members in this division work with other state and local agencies to coordinate the Missouri First Steps program, which provides early intervention services for infants and toddlers with disabilities and their families. The division works with local school districts in developing and improving special education services for students (ages 3-21) with disabilities. It also provides financial and technical support for all approved sheltered workshops in the state. Sheltered workshops provide employment for adults with disabilities.

The division is responsible for the operation of three school systems administered by the State Board of Education. These are the Missouri School for the Blind, the Missouri School for the Deaf, and the State Schools for Severely Handicapped (see below). Through their outreach programs and consulting services, these school systems assist local school personnel and families throughout the state in meeting the needs of children with disabilities.

Missouri School for the Blind

The Missouri School for the Blind provides elementary, secondary and vocational/career instruction, in both residential and day-school programs, for children who are legally blind, deaf-blind, or have other multiple disabilities. A five-member board of advisors, appointed by the State Board of Education, assists the school in planning its programs and services. The advisors serve four-year terms.

Missouri School for the Deaf

The Missouri School for the Deaf provides elementary, secondary and vocational/career instruction, in both residential and day-school programs, for deaf or hard-of-hearing children. The State Board of Education appoints a five-member board of advisors to assist the school. The advisors serve four-year terms.

State Schools for the Severely Handicapped

The State Schools for Severely Handicapped operate day-school programs for students with severe disabilities (ages 5-21) in 37 facilities across the state. The comprehensive educational program consists of developmental and therapeutic services, functional academics and vocational preparation.

Division of Teacher Quality and Urban Education

This division is responsible for evaluating teacher-training programs offered by Missouri's higher education institutions and for issuing certificates (licenses) to all professional personnel who work in the state's public school system. Personnel in this division also conduct background checks on applicants for teaching certificates and investigate certificate-holders who are charged with misconduct.

Other sections in this division award grants for innovative professional development programs; administer the state-funded "career ladder" program; and manage state-funded scholarship programs for prospective teachers.

Division of Career Education

This division is responsible for a wide range of programs that serve the career and technical training needs of high school students, postsecondary students (community college), adults, and industry. Personnel in the division provide professional leadership and administer state and federal funds to support programs in local high schools, area career-technical schools and community colleges.

The division's programs and services provide students and adults with the knowledge and skills needed for employment in current or emerging fields, to continue their education, or to be retrained for new business and industry practices. This division also administers statewide adult education services, including adult education and literacy, the high school equivalency-testing program (GED), and workforce development (job training).

Division of Vocational Rehabilitation

"VR" provides specialized services to adult citizens with disabilities to help them achieve employment and independence. The division maintains offices across the state to provide convenient services to clients. Vocational Rehabilitation personnel provide individualized counseling, training and other services to help clients achieve gainful employment or independent living. The VR program is supported primarily with federal funds.

The division currently funds 21 Independent Living Centers across the state. These centers provide counseling, advocacy, personal care, and training in independent living skills for adults with disabilities.

The Disability Determinations program is part of this division and operates under regulations of the Social Security Administration. Located in offices across the state, Disability Determinations personnel adjudicate claims from Missouri residents seeking federal disability benefits.

Education Commission of the States

The interstate compact for education is an agreement entered into by a number of states to provide an Education Commission of the States. The commission is charged with collecting and analyzing data concerning educational needs and resources, coordinating research and developing proposals for adequate financing of education as a whole and formulating policies and plans for the improvement of public education.

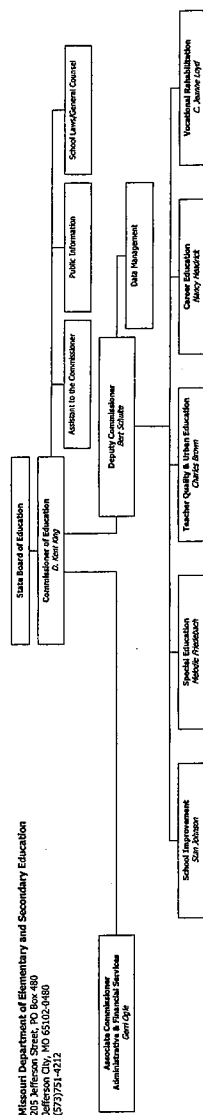
Missouri Commission for the Deaf and Hard of Hearing

The Missouri Commission for the Deaf and Hard of Hearing was created in 1988 to improve the quality of life for all deaf and hard of hearing Missourians. It advocates for public policies, regulations and programs to improve the quality and coordination of existing services for people with hearing loss, and promotes new services whenever necessary.

The commission promotes deaf awareness in the general public and serves as a consultant to any public agency needing information concerning deafness; administers the Missouri Interpreter Certification System; conducts and maintains a census of the deaf population in Missouri; advocates for improved physical and mental health services for deaf Missourians; promotes the development of services for deaf adults such as shelter homes, independent living skills training, and postsecondary educational programs; facilitates a communication network among deaf adults; and promotes improvements in telephone relay services (TRS).

Missouri Assistive Technology Advisory Council

The Missouri Assistive Technology Advisory Council (MoAT) was established to increase access to assistive technology for all Missourians with disabilities. MoAT provides a variety of programs and services that enable individuals with disabilities obtain and use assistive technology. The council members are appointed by the Governor and include 12 consumer representatives, two state legislators, two non-designated agency or organization representatives, and seven designated representatives from agencies that are a primary funding source for assistive technology. MoAT serves as the state grantee for the federal Assistive Technology Act, and is responsible for administration of the state telecommunications equipment distribution program and the state assistive technology loan program.



Missouri State Board of Education
 Peter F. Herschend, President
 Russell V. Thompson, Vice President
 Thomas R. Davis, Member
 Dabi Derwien, Member
 Shirley Langley Handman, Member
 David Lucetti, Member
 Vanetta Rogers, Member
 Sybil Slaughter, Member
 Jeanne Kujath, Executive Assistant
 October 2006



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Department of Elementary and Secondary Education
Executive Salary Range & Pay Level
for Department & Division Administrative Positions
Effective July 1, 2006

	<u>Salary Range</u>	<u>Annual Salary</u>
Commissioner of Education*	No range	\$160,296
Deputy Commissioner of Education*	No range	\$114,436
Associate Commissioner*	No range	\$98,856
Assistant Commissioner*	No range	\$89,496
*State Board of Education sets salaries: 161.112, RSMo		



OFFICE OF THE GOVERNOR
STATE OF MISSOURI
JEFFERSON CITY
65101

MATT BLUNT
GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Economic Development dated October 25, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

Matt Blunt
GOVERNOR

19 December 2006
DATE

ATTEST:

Robin Carnahan
SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes

Matt Blunt
Governor

MISSOURI
DEPARTMENT OF ECONOMIC DEVELOPMENT

Gregory A. Steinhoff
Director

October 25, 2006

Mr. Mike Keathley, Commissioner
Office of Administration
State of Missouri
Room 125, Capitol Building
Jefferson City, Missouri 65102

Dear Mr. Keathley:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, the Department of Economic Development hereby submits the enclosed changes to its organizational and salary structure for approval and filing with the Secretary of State.

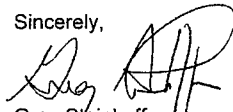
In an effort to further implement the strategy of focusing on promising industries in Missouri as a way to increase the number of family supporting jobs, the Missouri Economic Research and Information Center (MERIC) will be incorporated into the Division of Business and Community Services. The Division is currently comprised of four teams, Marketing, Sales, Compliance, and Finance. Because research is essential to accomplishing the goals of increasing family supporting jobs and private investment in Missouri, MERIC will join the Division of Business and Community Services as their fifth team. Each team will work toward a common goal of new jobs, increased private investment, and increased opportunities for new state and local revenues.

Effective August 28, 2006, the Division of Finance, the Division of Credit Unions and the Division of Professional Registration was transferred to the newly created Department of Insurance, Financial Institutions and Professional Registration as established in Executive Order 6-04.

Additionally, Executive Order 06-07, issued February 1, 2006, transferred the Missouri Life Sciences Research Board from the Office of Administration to the Department of Economic Development.

Thank you for the opportunity to submit these required documents. If you should require any additional information, please do not hesitate to contact me.

Sincerely,



Greg Steinhoff

Enclosures

cc: Lori Strong-Goeke, OA
Daryl Hylton, DED
Sallie Hemenway, DED

P.O. Box 1157 • 301 W. High, RM. 680 • Jefferson City, MO 65102-1157 • PH (573)751-4962 • FAX (573)526-7700
www.ded.mo.gov

DEPARTMENT OF ECONOMIC DEVELOPMENT

The Department's vision is to attract new business and business expansion to our state. This is achieved in part by strong and accountable new economic incentives, elimination of regulatory barriers and implementation of new reforms. The Department of Economic Development (DED) will continue to work to increase economic opportunities for all our citizens. DED will chart a new course for economic development in Missouri: a direction that will create more new family-supporting jobs, improve Missouri's competitive advantage and produce better economic conditions across the state. DED will achieve these goals by focusing on three main outcomes or objectives: new job creation, increased private investment, and increased opportunities for enhancing state and local revenues.

The Department of Economic Development is a service delivery organization. The services focus on three main sectors: workers, businesses, and communities. The department includes within its current structure both agencies that promote economic development and provide regulatory assurances for private utilities.

OFFICE OF THE DIRECTOR (Administrative Services)

The department is administered by a director, appointed by the Governor and confirmed by the Senate. The director appoints the management staff and division directors and is responsible for recommendations to the Governor for other appointments and nominations.

Management Staff

The management staff within the Director's Office includes:

- Deputy Director: assists the director with department administration.
- General Counsel: provides comprehensive legal advice regarding issues affecting divisions within the department.
- Communications Director: promotes the departments programs and activities through media and public relations.
- Policy development: assists the director and deputy director by promoting strong partnerships with the private sector, and assuring innovative service delivery.

Administration

The director of the Division of Administration is responsible for the oversight of all administrative functions for the DED including: budget and planning, financial management, human resources, management information systems and general services.

Administrative Services Related Boards and Commissions:

Missouri Development Finance Board (MDFB)

The mission of the MDFB is to assist infrastructure and economic development projects in Missouri by providing the critical component of the total financing for projects that have a high probability of success, but are not feasible without the Board's assistance.

MDFB was created by statute (100.250 to 100.297 and 100.700 to 100.850) in 1982 as a body corporate and politic.

MDFB has eight employees and is comprised of twelve (12) voting members. Nine (9) are volunteer members appointed by the Governor and confirmed by the Senate. The Lieutenant Governor and Directors of the Departments of Economic Development and Agriculture serve as ex-officio voting members.

Missouri Housing Development Commission

The Commission makes loans to non-profit and limited-dividend sponsors of residential housing to provide affordable housing for underserved Missourians. The Commission also makes funds available for the purchase of homes for first-time buyers at below-market interest rates. The funds for mortgage financing are provided through the sale of tax-exempt notes and bonds that the Commission is authorized to issue. The Commission is also authorized to establish a revolving fund to make non-interest bearing loans to non-profit organizations to defray developmental costs of housing for low- and moderate-income persons, and provides advisory, consultative, training and educational services to non-profit housing organizations. The Commission operates a housing trust fund for very low-income Missourians to help prevent homelessness and provide emergency housing assistance.

Missouri Women's Council

The Missouri Women's Council promotes and increases women's economic and employment opportunities through education and training; occupational mobility; non-traditional careers; promotion of women in small business; access to managerial jobs; and support service for families, such as child care.

Missouri Governor's Commission on Hispanic Affairs

The Commission serves as a statewide advisory body to the Governor and the General Assembly on issues of importance to the Hispanic citizens of Missouri. The Commission's duties are to gather and disseminate information concerning matters relevant to economic, social, and cultural needs of Hispanic Missourians; monitor legislative issues pertaining to the Hispanic community; make recommendations to state agencies and private-sector entities concerning issues relevant to Hispanic Missourians; and recommend legislative initiatives to the Office of the Governor.

DEVELOPMENT AGENCIES**Business and Community Services (BCS)**

Made up of Sales, Marketing, Finance, Compliance and Research (MERIC) teams, BCS promotes Missouri as a great place to do business and helps to create the environment that will stimulate family supporting jobs and new private investment. The services also include investing in Missouri's communities to allow for future sustainable growth by increasing opportunities for new local and state revenues. The division's goal is to provide a direct access environment focused on the customer. It assures a high quality of service delivery. The structure mimics a business model with measurable results.

Business and Community Services Related Boards and Commissions:**Community Development Block Grant Advisory Committee**

This committee is comprised of representatives from cities, counties, regional planning commissions and related organizations with the purpose of providing direction and feedback toward the use of CDBG funds.

Missouri Community Service Commission

The Commission's mission is to build stronger communities by fostering an ethic of service in all Missourians through empowering communities and citizens from all walks of life to address educational, public safety, human and environmental needs through volunteer service programs; supporting those programs that demonstrate a lasting impact on communities, and instilling in participants a sense of community and civic responsibility while nurturing personal development and self-esteem.

Missouri Film Commission

The Missouri Film Commission was created in 1983 to attract film, video, television and cable productions to Missouri, and to promote the growth of the film and video production industry within Missouri.

Missouri Seed Capital Investment Board

The Board's function is to carry out the requirements of the Missouri New Enterprise Creation Act (Section 620.635-620.653, RSMo). It oversees the investments of the seed capital fund and the fund manager to ensure the investments are made in accordance with the requirements set forth by NECA.

Missouri Small Business Regulatory Fairness Board

The purpose of the Board is to independently review complaints brought by small businesses concerning state agency regulations that have a disproportionate impact on the conduct of small businesses in the State of Missouri. The Board also promotes awareness of state agency rulemaking as it affects small business, identifies issues in state agency rulemaking that disproportionately and adversely affect small businesses, identifies issues for the Governor and the General Assembly to act upon, and monitors state agency compliance with requirements for filing small business impact statements.

Missouri Technology Corporation

The Missouri Technology Corporation advises the department and Governor regarding business development opportunities related to new technologies and products.

Missouri Life Sciences Research Board

The purpose of the Board is to enhance research capacity in life sciences to better serve the health and welfare of Missouri citizens; promote Missouri as a center of life science research and development; create and attract new research and development institutions; and transform research into commercial life science technology.

Youth Opportunities and Violence Prevention Advisory Committee

The "Youth Opportunities and Violence Prevention Program" was established to broaden and strengthen opportunities for positive development and participation in community life for youth and to discourage such persons from engaging in criminal and violent behavior.

The Division of Workforce Development (DWD)

The DWD vision is a skilled workforce for today's jobs and tomorrow's careers.

The Division of Workforce Development was created in FY2000 through a merger of the former Division of Job Development and Training (Department of Economic Development), and the employment services function of the Division of Employment Security (Department of Labor and Industrial Relations). In FY2004, the Parents Fair Share and Direct Client Support Program from the Department of Social Services were transferred to the division, further consolidating all of Missouri's employment and training programs into a single agency.

The Division assists in developing a skilled workforce to increase Missouri's economic growth by serving businesses and empowering job seekers through a customer-centered, accountable, streamlined system. Job seekers are assisted in finding employment matching their skills. Workforce Investment Boards and Chief Local Elected Officials determine the types of training needed in their region to improve skill levels and to better match opportunities in the workplace.

Workforce Development Related Boards and Commissions:**Missouri Training and Employment Council**

The Missouri Training and Employment Council is mandated to recommend a proposed statewide training and employment policy to the Governor and the General Assembly which addresses public and private participation toward achieving Missouri's objective of full employment; methods to improve federal and state resources in providing job training services; and coordination of training and employment activities with other related activities.

The Missouri State Council on the Arts

The Missouri State Council on the Arts is dedicated to broadening the appreciation and availability of the arts in the state and fostering diversity, vitality, and excellence of Missouri's communities, economy, and cultural heritage. The Missouri Arts Council, a state agency and division of the DED, provides grants to nonprofit organizations to encourage and stimulate the growth, development and appreciation of the arts in Missouri. For 40 years, the Missouri Arts Council (MAC) has provided vital support and leadership to bring the arts to all the people of the state.

Through funds from the Missouri General Assembly, Missouri Cultural Trust, and the National Endowment for the Arts, MAC provides grants to make possible quality arts programming to both large and small communities. Examples of organizations that utilize MAC funds include international organizations such as the Saint Louis Symphony and small, local arts councils like the Shelbina Arts Council.

MAC also is committed to enriching and supporting the individual artist with programs that help spur career development and growth such as technical assistance workshops that teach artists how to become better professionals.

MAC allocates every program dollar based on the recommendations of the Missouri citizens who serve on advisory panels that meet annually to review applications from organizations seeking grants. The panel's recommendations are based on criteria that include artistic excellence, education and outreach, community support, administrative ability and diversity of audience served.

Missouri Humanities Council

This Council exists to develop and encourage new avenues to find and tell the story of Missouri's people, to learn about our rich culture and history, and to identify and discuss our common values. The Council also partners with museums, libraries, historical societies, schools and other institutions so that they may better serve communities and foster high levels of public interest and involvement. It provides technical, managerial and financial support to communities, organizations and educational institutions to ensure their ongoing role in promoting the humanities.

The Division of Tourism

The Division of Tourism formulates and administers a program that is designed to attract new visitors to Missouri and encourage Missouri residents to visit in-state attractions. The Division and its Welcome Centers throughout the state work closely with civic groups; local, state and federal agencies; and other travel related organizations to provide information for visitors on a wide variety of recreational, cultural, and historical activities as well as other attractions in the state.

Tourism Related Boards and Commissions:**Missouri Tourism Commission**

The Tourism Commission determines all matters relating to policy and administration of tourism promotion, thus creating jobs, additional payroll, tax revenue, and economic development for the State of Missouri.

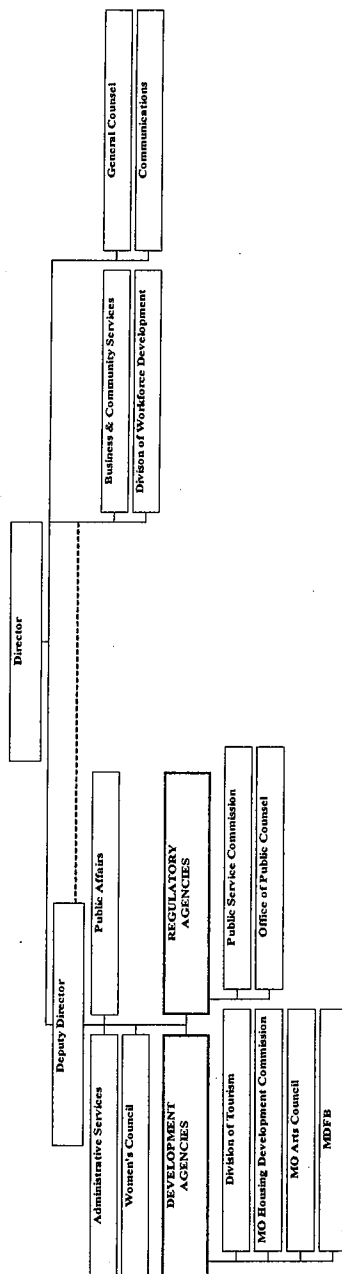
REGULATORY AGENCIES**Public Service Commission**

The Public Service Commission is both quasi-judicial and quasi-legislative, and is responsible for deciding utility cases brought before it and for the promulgation and enforcement of administrative rules. Duties include conducting hearings in contested cases and rendering decisions in a timely manner to afford all parties procedural and substantive due process while complying with statutory time limits.

Office of the Public Counsel

The Office of the Public Counsel was established in 1975 to represent the public and the interests of utility customers in proceedings before the Missouri Public Service Commission and in investor-owned electric, natural gas, telephone, water, sewer and steam heat utilities, including safety issues, adequate and quality service, complaints and disputes, connections and disconnections, and billing and collection practices.

DEPARTMENT OF ECONOMIC DEVELOPMENT
Last Modified 10/26/2006



DEPARTMENT OF ECONOMIC DEVELOPMENT

POSITION	LOW SALARY RANGE FY2007 – FY2008	HIGH SALARY RANGE FY2007 – FY2008
Department Director	\$80,232	\$116,856
Deputy Director	\$73,536	\$106,920
Director, Division of Administration	\$61,908	\$89,580
Director of Promotions, Business and Community Services	\$61,908	\$89,580
Director of Operations, Business and Community Services	\$61,908	\$89,580
Director, Division of Workforce Development	\$61,908	\$89,580
Executive Director, Public Service Commission	\$61,908	\$89,580
Commissioner, Public Service Commission	--	\$99,038
Director, Office of Public Counsel	\$61,908	\$89,580
Executive Director, State Council on the Arts	\$61,908	\$89,580
Executive Director, Women's Council	\$44,472	\$65,928
Executive Director, Missouri Housing Development Commission	--	\$93,600
Director, Division of Tourism	\$61,908	\$89,580



OFFICE OF THE GOVERNOR
STATE OF MISSOURI
JEFFERSON CITY
65101

MATT BLUNT
GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Corrections dated October 27, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:

Matt Blunt
GOVERNOR

19 December 2006
DATE

ATTEST:

Robin Carnahan
SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes

MATT BLUNT
Governor

LARRY CRAWFORD
Director



2729 Plaza Drive
P.O. Box 236
Jefferson City, Missouri 65102
Telephone: 573-751-2389
Fax: 573-751-4099
TDD Available

State of Missouri
DEPARTMENT OF CORRECTIONS
Ad Excelleum Conamur - "We Strive Towards Excellence"

October 27, 2006

The Honorable Matt Blunt
Governor - State of Missouri
State Capitol - Room 216
Jefferson City, MO 65101

Dear Governor Blunt:

In accordance with Section 1.6 (2) of the State Omnibus Reorganization Act of 1974, I respectfully submit for your approval the attached revised departmental plan for the Department of Corrections.

Since FY06, the Department of Corrections has conducted a significant reorganization to improve the efficiency of the Division of Probation and Parole. The division did away with its two-zone system to manage community supervision of offenders and reinstated a system where the six Regional Administrators report directly to the Chief State Supervisor of the Division of Probation and Parole. This reorganization will streamline reporting within the division.

I am submitting the department's organizational chart depicting the changes along with the salary schedule for the administrators of the Department. Please advise if you have any questions regarding this information.

Sincerely,

A handwritten signature in cursive script, reading "Larry Crawford".

Larry Crawford
Director

LC:jpe

Attachments

cc: Ed Martin, Chief of Staff
Michael Keathley, Commissioner of Administration
Jane Drummond, Governor's Chief Counsel
Lori Strong-Goeke, Office of Administration
File

An Equal Opportunity Employer

DEPARTMENT OF CORRECTIONS

The Department of Corrections with victims, communities and state and local governments improves public safety through secure confinement and effective community interventions. We strive to:

- Be more efficient and effective doing more with less
- Be responsive to citizen's needs
- Employ technology where possible to make ourselves more efficient and effective
- Keep the community safe from dangerous, violent and repeat offenders
- Hold offenders accountable for their unlawful conduct
- Structure opportunities of victim restitution and community reparation
- Utilize the field's best risk management and habilitation practices
- Involve victims and their families
- Involve the community
- Ensure efficiency and quality in all correctional activities
- Recognize Department employees and volunteers as our agency's most valuable correctional resource
- Adhere to professional principles
- Address our customer's needs

The Department of Corrections is an agency dedicated to public safety through the successful management and supervision of offenders on probation, in prison and on parole. The Department's responsibility is to administer the sentence set by the court in ways that promote public safety at the lowest cost. Offenders assigned to the Department are successfully managed by ensuring they are supervised at correct custody or supervision level. A cadre of over 11, 500 well-trained correctional professionals committed to the vision, mission, values and professional principles of the Department assess each offender's criminal history, evaluates community and institutional conduct and enforces court orders and department rules. This mixture of on-going assessment, classification, referral to supervision strategies and assignment to basic habilitation interventions are several of the key methods used to promote sober, responsible, productive and law-abiding behavior. When offenders are held accountable for their actions, the public's safety is enhanced.

In all, the Department is responsible for the care, custody and supervision of approximately 95,000 adult offenders in Missouri. There are currently more than 31,000 adult felons confined in Missouri's 20 correctional facilities and two (2) community release centers. The Department also supervises 15,000 parolees and 49,000 probationers across the state.

Organizational Plan

The Department of Corrections is comprised of four divisions: the Division of Human Services, the Division of Adult Institutions, the Division of Probation and Parole and the Division of Offender Rehabilitative Services.

The Office of Information Systems was transferred to the Office of Administration's Information Technology Services Division but still provides direct support to the Department of Corrections.

Office of the Director

The Office of the Director consists of the Director, Deputy Director, Public Information, Legislative and Constituent Services, Legal Services, Inspector General, Restorative Justice and Victim Services. The Director, who is appointed by the Governor with the advice and consent of the Senate, appoints the Deputy Director and the four division directors. The division directors along with the Director of Information Systems are directly responsible to him. Public Information, Legal Services and the Inspector General report directly to the Director. The Legislative and Constituent Services Section, Restorative Justice Coordinator and Victim Services all report to the Deputy Director.

The Constituent Services Section has been moved from under the supervision of Public Information and combined with the Legislative Liaison into the Legislative and Constituent Services Section, which now reports to the Deputy Director. Public Information staff have been reduced by 25 percent. The Inspector General now reports directly to the Department Director. The number of investigators under the Inspector General has been reduced due to budget constraints. The investigators will continue to focus their work on criminal activity and limit internal staff investigations to those that are serious in nature.

Office of Information Systems

The Office of Information Systems was transferred to the Office of Administration's Information Technology Services Division in the FY07 budget. The Office of Information Systems will continue to provide information technology-related services to the Department and its staff.

Division of Human Services

The Division of Administration became the Division of Human Services through a change in legislation in 1995. This division consists of Human Resources; Budget, Research and Evaluation Section; Staff Training; Employee Health and Safety; Fiscal Management Unit; General Services; Religious and Spiritual Programs and Volunteer Services. The Department also created a Strategic Planning Section in the division in FY03.

The Human Resources Section is responsible for all personnel issues such as monthly payroll, benefit counseling and enrollment, recruitment and retention, timekeeping and personnel records. They are also the liaison with union and local representatives. Budget Research and Evaluation section prepares the Department's annual budget, manages the budget through the legislative process, and prepares fiscal notes. Within this section, the Planning, Research and Evaluation unit provides research and analysis of data critical to the Department's operations and management of resources. Staff Training continues to provide pre-service and in-service training for staff. Employee Health and Safety promote staff safety and control the spread of disease through TB screens, communicable disease vaccines and exposure evaluations. The section provides health education and wellness opportunities to employees. The Fiscal Management Unit ensures that the Department's financial obligations are processed and paid in a timely and equitable manner, maintains an inventory tracking system, performs audits of contracts, and oversees the procurement of goods and services, the development of service contracts and the inmate banking program. General Services provides support services to the Department through the commodity warehouse operation and the oversight of all major construction and maintenance projects, building leases, fleet management of all Department vehicles, and coordination of food service operations for all adult institutions including the operation of two cook-chill food preparation facilities. General Services is also responsible for Central Office business functions and warehouse/mailroom operations. The Strategic Planning Section provides organizational development assistance in the preparation of the Department's strategic plan.

Division of Adult Institutions

The Division of Adult Institutions consists of Zone I (Algoa Correctional Center, Eastern Reception, Diagnostic & Correctional Center, Farmington Correctional Center, Jefferson City Correctional Center, Missouri Eastern Correctional Center, Potosi Correctional Center, and Southeast Correctional Center), Zone II (Central Missouri Correctional Center, Crossroads Correctional Center, Moberly Correctional Center, Maryville Treatment Center, Tipton Correctional Center, Western Missouri Correctional Center, and Western Reception, Diagnostic & Correctional Center), and Zone III (Boonville Correctional Center, Chillicothe Correctional Center, Fulton Reception & Diagnostic Center, Northeast Correctional Center, Ozark Correctional Center, South Central Correctional Center, and Women's Reception, Diagnostic & Correctional Center), the Certified Grievance Unit and the Central Transfer Authority.

Division of Offender Rehabilitative Services

The Division of Offender Rehabilitative Services was changed from the statutory name of the Division of Classification and Treatment through legislation. It consists of Health Services, which includes staff to monitor contracted services for inmate medical and mental health services and to provide oversight of the Missouri Sex Offender Program. Medical and mental health services for offenders are contracted out to Correctional Medical Services with oversight by the division. The Education/Workforce Readiness Section helps offenders achieve a high school education and delivers vocational and technical training programs for offenders. It includes Missouri Vocational Enterprises (MVE), which produces products and services for state agencies, state employees, other governmental jurisdictions and not-for-profit organizations, helping inmate workers develop marketable skills. Substance Abuse Treatment Services supervise the activities of five treatment centers and four additional treatment programs for offenders. They also supervise area treatment coordinators who assist in the certification and provision of substance abuse treatment services in the community. The Women Offender/Reentry Program Coordinator is responsible for all reentry activities and also ensures that programs, policies and procedures are compatible with the needs of the female offender population. This includes the Missouri Reentry Process that was developed to effectively and efficiently transition all offenders from prison to the community. The coordinator is also responsible for the Department's innovative Serious and Violent Offender Reentry Initiative that leads the nation in providing effective reentry strategies and services to offenders leaving prison.

Division of Probation and Parole

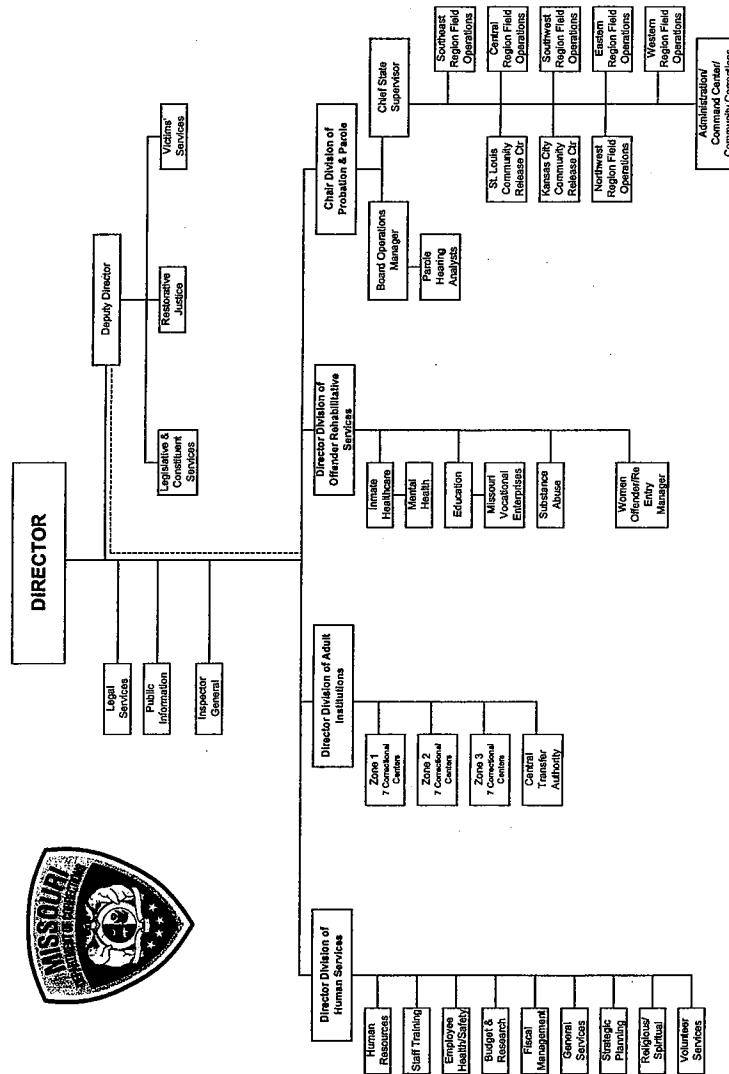
The Division of Probation and Parole supports the operations of the Board of Probation and Parole and is responsible for field and institutional services for probationers, parolees and conditional releases, as well as community corrections programming, two community release centers and two community supervision centers. The Division of Probation and Parole assesses and supervises criminal offenders assigned to the division by the Circuit Courts of Missouri, the Parole Board or under the terms of the Interstate Compact.

The division is divided statewide into six geographic regions for the effective management of the offenders assigned to it. Regions are made up of a network of local district offices and, in some instances are supported by satellite offices. The Chief State Supervisor reports directly to the Chair of the Parole Board and oversees the daily operation of the division. An assistant division director is responsible for managing the division's support staff, including the Community Corrections Coordination, Interstate Compact, Fugitive Apprehension, Quality Assurance, Fiscal Management, Procurement and Personnel Units and the DOC Command Center. The assistant division director reports directly to the Chief State Supervisor.

The Parole Board holds parole hearings at each correctional center monthly, monitors the supervision of offenders in the community and returns those offenders to prison that are a risk to the community. The Parole Board is supported by institutional parole staff who are housed in each of the correctional centers. There is a 24-hour a day, seven day a week Command Center whose staff respond to violations of the conditions of supervision by offenders in the community on electronic monitoring as well as offenders assigned to community release centers, community supervision centers and contracted residential centers.

The Division of Probation and Parole is in the process of implementing the community supervision center concept, an innovative alternative to divert offenders from being sent or returned to prison. It provides the courts and local probation and parole authorities with an additional sanction to deal with offenders in the community through more intensive supervision and treatment services. The Department has plans to build seven centers throughout Missouri. The first two centers at St. Joseph and Farmington opened in November and December 2005.

Missouri Department of Corrections



DEPARTMENT OF CORRECTIONS (Agency Code 931)				
Exec Level	UCP Range	Title		
EX I	44	Department Director, Department of Corrections		Minimum \$80,232
EX II	42	Deputy Director, Department of Corrections		Maximum \$116,856
EX III	40	Division Director, Division of Adult Institutions		\$73,536
EX III	40	Division Director, Division of Offender Rehab Services		\$67,428
EX III	40	Division Director, Division of Probation and Parole		\$67,428
EX IV	38	Board Member, Probation and Parole Board		\$67,428
EX IV	38	Board Member, Probation and Parole Board		\$61,908
EX IV	38	Board Member, Probation and Parole Board		\$61,908
EX IV	38	Board Member, Probation and Parole Board		\$61,908
EX IV	38	Board Member, Probation and Parole Board		\$61,908
EX IV	38	Board Member, Probation and Parole Board		\$61,908
EX IV	38	Division Director, Division of Human Resources		\$61,908
EX IV	38			\$89,580



OFFICE OF THE GOVERNOR
STATE OF MISSOURI
JEFFERSON CITY
65101

MATT BLUNT
GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

December 14, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Conservation dated January 3, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:


GOVERNOR


DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes



MISSOURI DEPARTMENT OF CONSERVATION

Headquarters

2901 West Truman Boulevard, P.O. Box 180, Jefferson City, Missouri 65102-0180
 Telephone: 573/751-4115 ▲ Missouri Relay Center: 1-800-735-2966 (TDD)

JOHN D. HOSKINS, Director

RECEIVED

JAN - 5 2006

January 3, 2006

The Honorable Matt Blunt
 Governor, State of Missouri
 Room 216, State Capitol Building
 Jefferson City, MO 65101

OFFICE OF ADMINISTRATION

Dear Governor Blunt:

In accordance with Section 1.6(2) of the State Omnibus Reorganization Act of 1974, attached herewith for the Missouri Department of Conservation are: an organization plan; an executive pay schedule for top department administrators; and, an organization chart.

If you require further information, please feel free to contact my office.

Sincerely,

John Hoskins
 JOHN D. HOSKINS
 DIRECTOR

JDH:jb

Attachments

c: Commissioners Mohler, Bradford, Metcalfe and McGeehan
 The Honorable Robin Camahan, Secretary of State
 Ken McClure, Governor's Chief of Staff
 Michael Keathley, Commissioner of Administration
 Assistant Director Denise Gamier
 Assistant Director Bob Ziehrmer
 Assistant Director John W. Smith
 Assistant Director Steve Wilson

COMMISSION

STEPHEN C. BRADFORD
 Cape Girardeau

CHIP McGEEHAN
 Marshfield

CYNTHIA METCALFE
 St. Louis

LOWELL MOHLER
 Jefferson City

DEPARTMENT OF CONSERVATION

ORGANIZATION PLAN

The head of the Department of Conservation is a four (4)-member commission appointed by the governor with the advice and consent of the senate. The commission is charged with the control, management, restoration, conservation and regulation of the bird, fish, game, forestry and all wildlife resources of the state.

The Director is appointed by the Conservation Commission and serves as the administrative officer of the Department of Conservation. The Director and four Assistant Directors share responsibility for administration of the Department's nine divisions—Administrative Services, Fisheries, Forestry, Human Resources, Outreach and Education, Private Land Services, Protection, Resource Science and Wildlife. The General Counsel and Internal Auditor report to the Conservation Commission and to the Director. Policy coordination unit serves the Director, divisions and regions by assisting with environmental and regulatory issues.

The department carries out its programs through the following major administrative units:

Fisheries Division manages small lakes, large reservoirs and streams for public fishing and aquatic community health; acquires stream access sites and lakes and operates hatcheries; conducts an intensive trout management program; provides fishery management advice to other government agencies and private landowners; assists with water pollution investigations; assists with research projects to improve fish populations; evaluates management techniques and determines limiting factors; and sponsors stream and lake improvement and public awareness programs using citizen volunteers involved with Missouri Stream Team and Volunteer Water Quality Monitoring programs.

Wildlife Division is responsible for the management of Missouri's wildlife resources and works to maintain healthy wildlife populations and productive wildlife habitats and natural communities for the sustained benefit and enjoyment of people. The division cares for almost 400 conservation areas and their outstanding wetlands, prairies, savannas, forests, glades and streams. These provide homes for plants and animals, and recreation for the public including hunting, wildlife viewing, fishing, and hiking. The division coordinates many of the department's wildlife diversity programs including the natural areas program, endangered species program, invasive species program, wildlife action plan, and major federal grant programs, and works with private citizens, organizations, and other agencies to protect and enhance Missouri's wildlife and biological diversity.

Forestry Division is responsible for the health and sustainability of forest resources covering 14.6 million acres of Missouri's landscape. The division manages over 435,000 acres of forest on 440 conservation areas for ecosystem health and sustainability, while considering economic benefits and overall social needs. In addition the division provides: advice and technical forestry assistance to private forest landowners; rural wildfire protection, rural and volunteer fire department training, excess federal equipment and wildfire suppression assistance; technical and financial assistance for urban and community forestry projects; forest products utilization, industry technical support and marketing assistance; forest insect and disease surveys; and through the George O. White Forest nursery provides low cost quality tree seedlings for Missouri residents.

Protection Division carries out the department's wildlife law enforcement program, and is heavily involved with a wide range of other programs vital to the mission of the Department of

Conservation. These include hunter education and other educational programs, information and media efforts, and fish, wildlife, and forest management services for Missouri citizens. Conservation agents are the official representatives for the department in their assigned districts.

Outreach and Education Division leads public information and education programs. The goal is to educate young and old about how to sustain a healthy environment, make good use of our fish, forest and wildlife resources and also enjoy nature-based outdoor recreation. Outreach efforts include the department's monthly magazine, books and other publications, television program and video productions, website, ombudsman, interpretive exhibits, news releases and coordination with news media. Education services and programs include operating nature and visitor centers and providing conservation education training and materials to teachers and youth leaders. Outdoor skills services include coordination of the hunter education program, operation and development of shooting ranges, and delivery of outdoor skills training for youth and adults on fishing, hunting, birding, camping, orienteering and other nature-based activities.

Administrative Services Division administers the department's support services of information technology, design and development, and business and support. Information technology provides directions and management of the department's information technology assets, including computer hardware and software systems, telephone systems, two-way radio and other telecommunications systems; and coordination of those systems with other state agencies. Design and development administers the department's construction/development program and is responsible for development of areas owned and/or leased by the department. Related services include property surveys of all department lands by registered surveyors, feasibility studies and provision of data for environmental assessments. Business and support collects and processes funds received; processes accounts payable; distributes hunting, fishing and special permits; audits permit distributors; maintains inventory records, including the department's real property holdings; coordinates federal aid programs and funds; coordinates procurement, repair and disposition of fleet, aircraft, marine and other mechanical equipment; maintains a distribution center and warehouse for department publications; operates offset printing, mailing and sign production services; and provides building and grounds maintenance. Other services include federal aid and grant administration and real estate transactions.

Private Land Services Division provides technical assistance and resource training to private landowners; coordinates with other governmental agencies and private organizations to integrate fish, forest, wildlife and natural community considerations with agriculture and other private land initiatives; provides cost-share to assist landowners with priority resource needs; provides support in major metropolitan areas to incorporate conservation alternatives as development proceeds; provides wildlife damage control assistance; and participates in media and other outreach efforts for resource management.

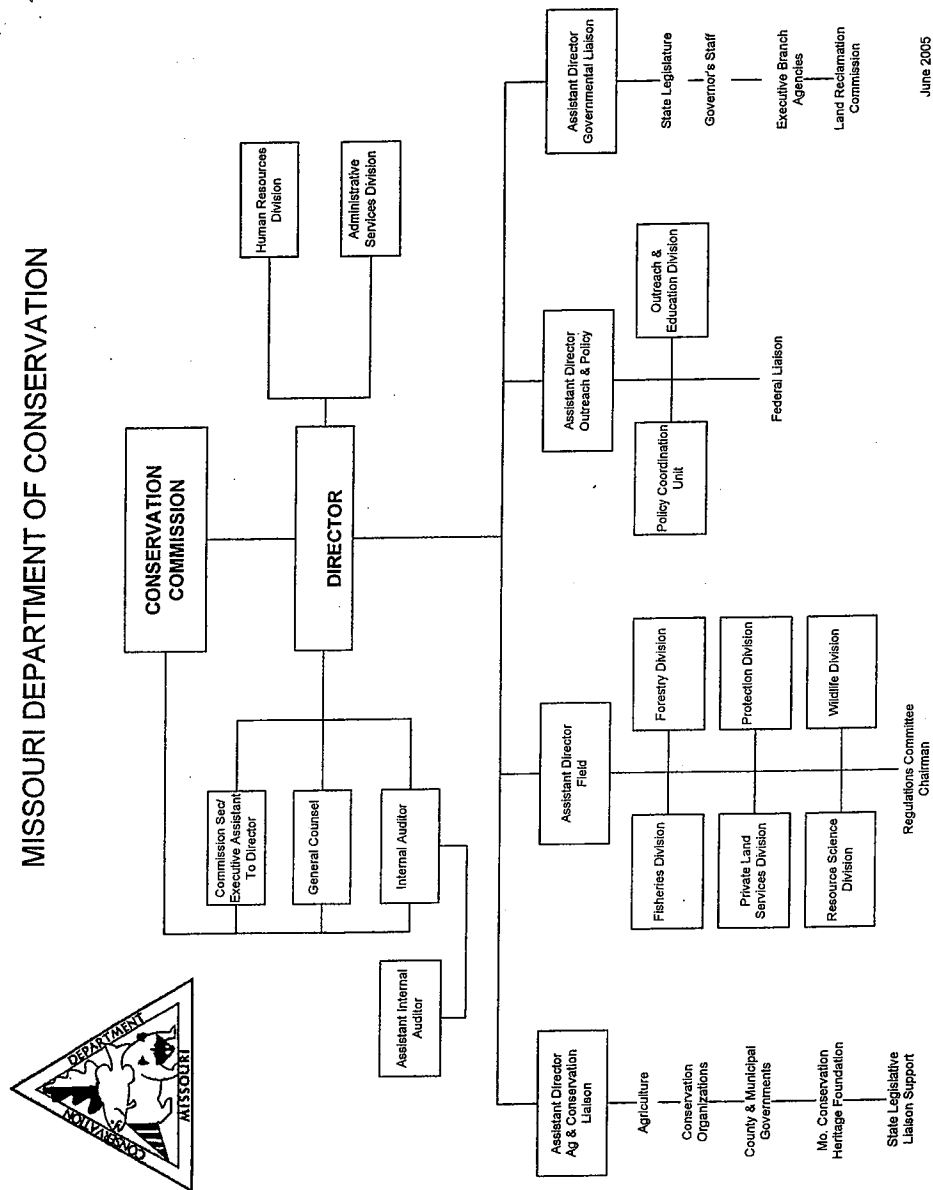
Resource Science Division is the center of the department's resource inventory, monitoring, evaluation, and research. Information acquired is incorporated into department area, regional, and statewide resource management planning and into resource policy. Other programs administered by this division include statewide fish and wildlife harvest regulations, water pollution impact investigations, geographic information systems, forest health monitoring and response, and database management.

Human Resources Division helps department staff with employee recruitment, selection and retention activities. The division assists with job advertising, applicant interviewing, and final selection administrative details; administers comprehensive medical and life insurance plans, along with other employee benefits, such as leave, workers' compensation, safety and wellness programs; maintains agency compensation and classification structures; provides

developmental opportunities through a department-wide competency based training academy; establishes and revises human resources management policies; monitors affirmative action efforts; maintains official personnel records; coordinates service and retirement awards; provides employee counseling and dispute resolution services; and assists supervisory staff with corrective action efforts.

General Counsel provides legal advice to the commission and administrative staff; aids in formulating policy; advises in the formulation of regulations; and performs title and document review related to the acquisition of real property.

Internal Auditor reviews operations and programs to assure that resources are used efficiently, and provides the commission and administration with information useful in directing and controlling department operations.



Department of Conservation

Salary Schedule

<u>Position Title</u>	<u>Salary Range</u>
Director	\$125,016
Assistant Director	\$87,264 - \$105,252
Division Administrator	\$64,476 - \$96,276
General Counsel	\$52,752 - \$96,012
Internal Auditor	\$45,996 - \$83,676
Section/Unit Chief	\$52,752 - \$96,012



OFFICE OF THE GOVERNOR
STATE OF MISSOURI
JEFFERSON CITY
65101

MATT BLUNT
GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Office of Administration dated November 14, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment




APPROVED:


GOVERNOR


DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes



MATT BLUNT
GOVERNOR

MICHAEL N. KEATHLEY
COMMISSIONER

STATE OF MISSOURI
OFFICE OF ADMINISTRATION
JEFFERSON CITY

STATE CAPITOL, ROOM 125
P. O. BOX 809
JEFFERSON CITY, MO 65102
PHONE: (573) 751-1851
FAX: (573) 751-1212

November 14, 2006

The Honorable Matt Blunt
Governor of Missouri
State Capitol, Room 216
Jefferson City, Missouri 65102

Dear Governor Blunt:

In accordance with the Reorganization Act of 1974, I respectfully submit the attached updated department plan for the Office of Administration. Changes to the plan update OA's structure to reflect:

- Executive Order 05-06, issued by you on February 1, 2006, transferring the Missouri Assistive Technology Council from OA to the Department of Elementary and Secondary Education.
- Executive Order 06-07, issued by you on February 1, 2006, transferring the Missouri Life Sciences Research Board from OA to the Department of Economic Development.
- The transfer of the Governor's Council on Physical Fitness from OA to the Department of Health and Senior Services in the Fiscal Year 2007 budget.
- The removal of the Missouri State Government Review Commission, which has completed its work. The Commission was established on January 24, 2005 by Executive Order 05-05.

Please find the attached department plan, organizational chart, and executive salary schedule submitted for your approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael N. Keathley".
Michael N. Keathley
Commissioner of Administration

Enclosures

Office of Administration

The Office of Administration is the state's service and administrative control agency. Created by the general assembly on January 15, 1973, it combines and coordinates the central management functions of state government. Its responsibilities were clarified and amended by the Omnibus State Reorganization Act of 1974.

The chief administrative officer is the Commissioner of Administration who is appointed by the Governor with the advice and consent of the Senate. The Commissioner appoints the Assistant Commissioner, Chief Counsel, and the directors of the divisions who report directly to him. The divisions are Accounting; Budget and Planning; Facilities Management, Design and Construction; General Services; Information Technology Services; and Purchasing and Materials Management. The Director of the Division of Personnel is appointed by the Governor and reports to the Commissioner of Administration.

The Office of Supplier and Workforce Diversity (OSWD) assists and monitors state agencies in promoting and ensuring equal opportunity within state government through employment, provision of services, and operation of facilities. The director of OSWD reports to the Assistant Commissioner.

Division of Accounting

The Division of Accounting (DoA) provides central accounting and central payroll system services for state government, producing checks and electronic payments for state vendors and state employees. The DoA publishes annual financial reports, administers bond sales for the Board of Fund Commissioners, Board of Public Buildings, and Board of Unemployment Fund Financing, and administers the social security coverage for all employees of the state and its political subdivisions.

Division of Budget and Planning

The Division of Budget and Planning (BP) analyzes state government programs and provides recommendations and information to the Commissioner of Administration, Governor, general assembly, and state agencies regarding fiscal and other policies. The BP prepares the budget instructions, reviews agency budget requests, prepares the annual executive budget, analyzes economic and demographic conditions, forecasts state revenues, and conducts technical policy and program analyses. To assist in state government management, the BP controls appropriation allotments, manages the automated state budget system, prepares legislative fiscal notes, reviews legislation, tracks agency performance measures, analyzes and develops policy options, and reviews federal issues and their impact on Missouri. The BP prepares population estimates and projections required by state and local agencies and is Missouri's liaison to the United States Bureau of the Census.

Division of Facilities Management, Design and Construction

The Division of Facilities Management, Design and Construction (FMDC) operates, maintains, and manages state-owned office buildings and other structures at the seat of government and at other locations within the state. The FMDC oversees leased property for agencies statewide. The FMDC is also responsible for design, construction, renovation, and repair of state facilities, and also reviews all requests for appropriations for capital improvements. The division's Facilities Operations unit provides space for agencies that are tenants in state owned office buildings. The Leasing Operations unit procures leased space for state agencies throughout Missouri. The Design and Construction unit is responsible for construction projects at state facilities other than institutions of higher education, state roads and highways, and conservation facilities.

Division of General Services

The Division of General Services (GS) provides essential support services to state departments and to the Office of Administration. The division's Risk Management section administers the Legal Expense Fund and workers' compensation programs covering state employees, purchases insurance when required, and monitors claims and exposures to loss. The State Printing Center provides agencies with a full range of printing and quick copy services. The Vehicle Maintenance unit operates a central maintenance facility to provide mechanical repairs for state vehicles in the Jefferson City area. The Fleet Management Program establishes statewide policies governing state vehicle operations and management; coordinates a centralized fleet information system; and serves as a resource for fleet management issues. The Mail Services unit provides interagency mail delivery services within Jefferson City and comprehensive mail services for the Office of Administration. The Missouri State Employee Charitable Campaign provides an annual opportunity for state employees to donate to any of over 1,200 charities.

Division of Information Technology Services

The mission of the Division of Information Technology Services (ITS) is to provide technology services and solutions to the state's departments and agencies so that they can efficiently and effectively serve the citizens of Missouri. This new division is the merger of the former Office of Information Technology, charged with facilitating statewide information technology (IT) direction and standards, and the former Division of Information Services that provides network, data center, and telecommunication services for most of Missouri State Government. By combining these two functions within the Office of Administration under the direction of the Chief Information Officer, it sets a foundation for a unified IT office that delivers superior quality at reduced cost. Guided by the vision of a consolidated IT workforce and collective direction, ITS aims to deliver available, reliable, and accessible IT systems and services in an environment striving for optimization and cost savings.

Division of Personnel

The Division of Personnel (DoP) is responsible for the State's human resource management system and oversees the State's Uniform Classification and Pay System, as established in the State Personnel Law.

The Missouri Human Resource Management System is based on job qualification determined by competitive examinations for employment, as well as objective and consistent human resource management policies and procedures. The system also grants employees the ability to appeal disciplinary actions. Approximately 36,000 state employees in six state departments (Office of Administration, Corrections, Health and Senior Services, Mental Health, Natural Resources, and Social Services) and sections of three other departments (Economic Development, Labor and Industrial Relations and Public Safety) comprise the Missouri Merit System.

The Uniform Classification and Pay (UCP) system is designed to promote equity in pay among state employees in most executive branch agencies and to provide coordinated compensation policies. The UCP system covers approximately 40,000 employees of merit system agencies and employees from the departments of Agriculture, Economic Development, Higher Education (excluding colleges and universities), Insurance, Labor and Industrial Relations, Public Safety, and Revenue.

The DoP is comprised of four sections. The division's Employee Services section reviews applications for employment, ensures employees are assigned to appropriate job classes, and develops and administers position classifications for agencies covered by the UCP. The Labor Relations unit provides negotiation and administration of formal agreements between employee elected unions and agency management. The Pay, Leave and Reporting section provides information on the UCP; interprets policies on pay, leave, and hours of work; provides workforce reports and assistance with the SAM II HR/Payroll System; maintains list of individuals from whom agencies can select for Merit System jobs; and ensures personnel transactions are in compliance with state personnel law. The Planning and Development section oversees management development training, performance reviews, employee suggestion program, and employee recognitions programs.

Division of Purchasing and Materials Management

The Division of Purchasing and Materials Management (PMM) is responsible for the procurement of all state-required supplies, materials, equipment, and professional or general services, except for those agencies exempted by law. The PMM executes procurement functions in accordance with applicable statutes by maximizing competition in the procurement process, conducting evaluations and negotiations as appropriate, and awarding contracts to the "lowest and best" bidders. The materials management section, the State Agency for Surplus Property (SASP), is responsible for transfers and disposal of state surplus property to obtain the maximum return on investment. The SASP acquires property declared excess by federal government agencies to distribute to eligible Missouri entities. The SASP is also responsible for the statewide in-house recycling program.

Boards and Commissions housed in the Office of Administration

There are 21 boards and commissions which are assigned to or housed within the Office of Administration.

Administrative Hearing Commission

The Administrative Hearing Commission (AHC) is a neutral, independent administrative tribunal that decides disputes involving state agencies and another party, usually a private person or corporation. The AHC typically decides the cases after a trial-type hearing. It hears evidence and arguments from the state agency and from the other party. Any party, including the state agency, may seek review of the AHC's decision from the judicial branch. The AHC consists of not more than three members, appointed by the Governor and confirmed by the Senate, who serve six-year terms.

Board of Fund Commissioners

The Board of Fund Commissioners issues, redeems, and cancels state general obligations bonds and performs other administrative activities related to state general obligation debt as assigned by law. The board is composed of the Governor, Lieutenant Governor, Attorney General, State Auditor, State Treasurer, and Commissioner of Administration. The Governor is president of the board, and the State Treasurer is secretary.

Board of Public Buildings

The Board of Public Buildings (BPB) has general supervision and charge of state facilities at the seat of government. The BPB also has the authority to issue revenue bonds for the construction of state office buildings and certain other facilities. The BPB is composed of the Governor, Lieutenant Governor, and Attorney General. The Governor serves as the chair, and the Lieutenant Governor is the secretary. The Speaker of the House of Representatives and the President Pro Tem of the Senate serve as ex officio members of the BPB but do not have the power to vote. The board works with the Division of Facilities Management, Design and Construction and the Division of Accounting in carrying out its responsibilities.

Board of Unemployment Fund Financing

The Board of Unemployment Fund Financing is authorized to issue debt or credit instruments to provide funds for the payment of unemployment benefits or maintaining an adequate fund balance in the unemployment fund, and as an alternative to borrowing or obtaining advances from the federal unemployment trust fund or for refinancing these loans or advances. The board is composed of the Governor, Lieutenant Governor, Attorney General, director of the Department of Labor, and the Commissioner of Administration. The Governor serves as chair, the Lieutenant Governor serves as vice chair, and the Commissioner of Administration serves as secretary.

Children's Services Commission

The Children's Services Commission was established to make recommendations which will encourage greater interagency coordination, cooperation, more effective utilization of existing resources, and less duplication in activities of state agencies that serve children in Missouri. The commission is composed of at least 16 members, including the directors from the departments of Labor and Industrial Relations, Mental Health, Elementary and Secondary Education, Social Services, Public Safety, and Health and Senior Services; one juvenile court judge and one family court judge, appointed by the Chief Justice of the Supreme Court; four state representatives, appointed by the Speaker of the House; and four state senators, appointed by the President Pro Tem of the Senate.

Children's Trust Fund

The Children's Trust Fund (CTF) works to establish programs for the prevention of child abuse and neglect. The CTF is a public/private partnership located within state government, governed by citizens representative of the state and linked with other agencies at all levels (state and local, public and private). Funding comes from voluntary contributions from taxpayer refunds designated on state income tax returns, sale of the CTF license plate, fees on marriage licenses, fees on vital records, a Federal Prevention Grant, and other voluntary contributions. The board is composed of 21 members – 12 public members appointed by the Governor with advice and consent of the Senate, a licensed physician, two state representatives, two state senators, and four members appointed by the Governor.

Citizens' Commission on Compensation for Elected Officials

The Missouri Citizens' Commission on Compensation for Elected Officials was established to ensure that the power to control the rate of compensation of elected officials of this state is retained and exercised by taxpaying citizens of the state. Every two years, the commission reviews the relationship of compensation to the duties of all elected state officials. The commission's recommendation of a salary schedule shall become effective unless disapproved by the General Assembly. The 22-member commission members serve four-year terms. Twelve members are appointed by the Governor with advice and consent of the Senate, one member is selected at random by the Secretary of State from the registered voters of each congressional district, and one member is a retired judge appointed by the Supreme Court.

Governor's Council on Disability

The GCD works to make persons with disabilities aware of their rights and opportunities; increases employment opportunities for job seekers with disabilities; expands access to equal and full participation for all individuals with disabilities in their communities at the local, state, and federal levels; and changes the delivery system for assistive technology devices and services. The GCD consists of 21 council members, including the chair and one member from each state congressional district, as well as the executive director. The Governor appoints 21 members-at-large and the chair with the advice and consent of the Senate.

Jackson County Sports Complex Authority

The authority is authorized under the constitution and laws of the State of Missouri to plan, construct, operate, and maintain a sports stadium fieldhouse, indoor and outdoor recreational facilities center, playing fields, parking facilities, and other concessions within Jackson County. The authority is empowered to issue bonds. The bipartisan authority consists of five commissioners who are qualified voters of the State of Missouri and residents of Jackson County. The Jackson County Commission submits a list of candidates to the Governor who appoints members from that list of candidates. The commissioners serve terms of five years.

Martin Luther King Jr. State Celebration Commission

The commission considers and recommends to individuals and organizations appropriate activities for the recognition and celebration of Martin Luther King Day in Missouri. The commission consists of nineteen members who serve at the pleasure of the Governor.

Missouri Commission on Intergovernmental Cooperation

The Missouri Commission on Intergovernmental Cooperation (MCIC) seeks to develop closer partnerships between state and local governments. The MCIC also functions as a clearinghouse of information relevant to intergovernmental issues and develops publications and reports on state-local issues. The MCIC consists of 28 members. The Governor appoints five members from the private sector and six from state government; the Speaker of the House appoints two state representatives; the Senate President Pro Tem appoints two senators; and various local government associations appoint the remaining 13 members. The Assistant Commissioner of the Office of Administration serves as the Executive Director.

Missouri Ethics Commission

The Missouri Ethics Commission (MEC) is charged with the enforcement of conflict of interest and lobbying laws and campaign finance disclosure laws. The MEC is composed of six members, appointed by the Governor with advice and consent of the Senate. These members must be from different congressional districts, and no more than three can be from an odd- or even-numbered congressional district.

Missouri Health and Educational Facilities Authority

The Health and Educational Facilities Authority provides assistance to non-profit health and educational institutions in the construction, financing, and refinancing of projects. The authority consists of seven members appointed by the Governor with the advice and consent of the Senate.

Missouri Minority Business Advocacy Commission

The Missouri Minority Business Advocacy Commission (MBAC) identifies and assesses the needs of minority businesses throughout the state; initiates aggressive programs to assist minority businesses in obtaining state and federal procurement; makes recommendations regarding state policies, programs, and procedures; and provides a focal point to assist and counsel minority small businesses in their dealing with federal, state, and local governments. The MBAC also initiates and encourages minority business education programs; analyzes current legislation and regulations as they affect minority businesses; and receives complaints and recommendations concerning policies and activities of federal, state, and local governmental agencies which affect minority small businesses. The nine-member commission consists of three minority business persons appointed by the Governor, two state representatives, two state Senators, the director of the Department of Economic Development, and the Commissioner of Administration.

Missouri Public Entity Risk Management Fund (MOPERM)

The Missouri Public Entity Risk Management (MOPERM) operates a shared-risk program offering tort liability, property, and other coverages for participating political subdivisions of the state. Membership of the board consists of the Attorney General, the Commissioner of Administration, and four members appointed by the Governor with the advice and consent of the Senate, who are officers or employees of those public entities participating in the fund.

Missouri State Employees' Deferred Compensation Commission

The commission oversees the deferred compensation plan for state employees. Employees are encouraged to contribute part of their compensation to the plan to be withdrawn upon retirement. The program is administered by a five-member commission, which includes one member of the House, one member of the Senate, and three members appointed by the Governor, with the consent of the Senate.

Missouri State Employees' Voluntary Life Insurance Commission

The Voluntary Life Insurance Commission administers a voluntary life insurance plan for state employees. The plan allows state employees to authorize voluntary payroll deductions for the purchase of life insurance products that have been procured through competitive bids. The five-member commission includes one member of the House, one member of the Senate, and three members appointed by the Governor, with the consent of the Senate.

Missouri State Penitentiary Redevelopment Commission

The Missouri State Penitentiary Redevelopment Commission (MSPRC) was established to redevelop the real property which encompassed the grounds of the Missouri State Penitentiary for over 150 years, so as to maintain its historic value for present and future generations of Missourians, and to provide new uses for the property which will benefit the citizens of the City of Jefferson, the County of Cole, and the State of Missouri as a whole. MSPRC is composed of ten members. Three commissioners are residents of Jefferson City and are appointed by the mayor, with the advise and consent of the governing body of that city; three commissioners are residents of Cole County but not of Jefferson City and are appointed by the county commission; and four commissioners none of whom shall be residents of Cole County or of Jefferson City, are appointed by the Governor with the advice and consent of the Senate.

Office of Child Advocate

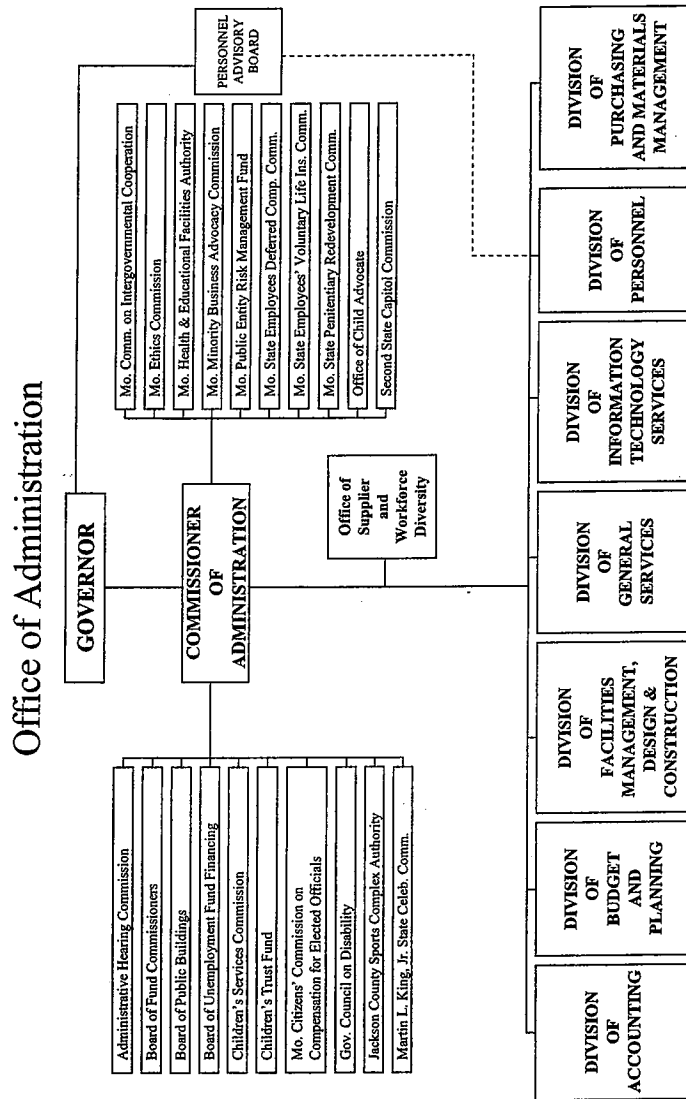
The Office of Child Advocate (OCA) provides families/citizens with an avenue through which they can obtain an independent and impartial review of the decisions and/or actions made by the Department of Social Services/Children's Division. The OCA is managed by an ombudsman, who is appointed by the Governor and reports to the Commissioner of Administration. There are three main duties of the OCA: 1) provide education to Missouri citizens regarding the child welfare process, including investigation, case management, and the court system; 2) receive and investigate complaints from citizens regarding the child welfare system; and 3) make recommendations on improving the state's child welfare system.

Personnel Advisory Board

The Personnel Advisory Board (PAB) has oversight responsibility for the Missouri merit system and the Uniform Classification and Pay system and has broad policy making authority in various areas of human resources administration. The board conducts hearings for appeals of dismissals and other disciplinary actions. Responsibilities also include meeting with appointing authorities regarding human resource management needs and making recommendations to the Governor and the general assembly regarding the state's compensation policy. The PAB consists of seven members, six of whom are appointed by the Governor with the advice and consent of the Senate. Four members are appointed from the public at large, one is a member of executive management in state government, and one is a non-management state employee. The seventh member is the person designated as the state equal opportunity officer, now known as the Director of the Office of Supplier and Workforce Diversity.

Second State Capitol Commission

The Second State Capitol Commission (SSCC) was established to assure the future preservation and integrity of the capitol, and to preserve its historical significance. The commission evaluates and recommends courses of action on the restoration and preservation of the capitol and the history of the capitol, as well as evaluates and recommends courses of action to ensure accessibility to the capitol. The SSCC consists of 11 members, including four members appointed by the Governor with advice and consent of the Senate, two state representatives, two state senators, one employee of the House of Representatives, one employee of the Senate, and the Commissioner of Administration.



9/1/2006

**OFFICE OF ADMINISTRATION
SALARY SCHEDULE**

Title	FY 2007 Salary Range	
	Minimum	Maximum
Commissioner of Administration	\$80,232	\$116,856
Chief Information Officer*		\$113,717
Division Director, Accounting	\$67,428	\$ 97,896
Division Director, Budget & Planning	\$73,536	\$106,920
Division Director, Facilities Management, Design & Construction	\$67,428	\$ 97,896
Division Director, General Services	\$67,428	\$ 97,896
Division Director, Personnel	\$67,428	\$ 97,896
Division Director, Purchasing & Materials Management	\$67,428	\$ 97,896
Administrative Hearing Commissioners*		\$ 96,550

* Note – these positions are not part of the Executive Pay Plan



OFFICE OF THE GOVERNOR
STATE OF MISSOURI
JEFFERSON CITY
65101

MATT BLUNT
GOVERNOR

STATE CAPITOL
ROOM 216
(573) 751-3222

December 18, 2006

The Honorable Robin Carnahan
Secretary of State
Capitol Building
Jefferson City, Missouri 65101

Dear Secretary Carnahan:

The attached revised departmental plan for the Department of Labor and Industrial Relations dated October 31, 2006 is hereby submitted in accordance with Section 1.6(2) of the Omnibus State Reorganization Act of 1974.

Attachment



APPROVED:


GOVERNOR

19 December 2006
DATE

ATTEST:


SECRETARY OF STATE

cc: Patricia Buxton, Revisor of Statutes



MATT BLUNT
GOVERNOR

MISSOURI DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

P.O. Box 504
JEFFERSON CITY, MO 65102-0504
PHONE: 573-751-9691 FAX: 573-751-4135
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ROD CHAPEL
DEPARTMENT DIRECTOR

October 31, 2006

Mike Keathley
Commissioner of Administration
Capitol Bldg, Room 125
Jefferson City, MO 65102

Dear Commissioner Keathley:

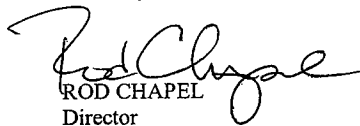
The Department of Labor and Industrial Relations is submitting an updated department organizational plan showing the changes that have been made in the last year. The plan accurately reflects the composition of the Department.

In response to a recommendation from the Government Review Commission, the Workers Safety Program from the Division of Workers' Compensation was transferred to the Division of Labor Standards to join other safety programs.

Enclosed is an updated plan, an organizational chart of the Department, and the executive pay scale.

Should you have questions, please do not hesitate to contact me or Deputy Director Cynthia Quetsch at 751-3199.

Sincerely,


ROD CHAPEL
Director

Enclosures

c: Ed Martin
Todd Smith
Lori-Strong-Goeke

Relay Missouri: 1-800-735-2966 (TDD) 1-800-735-2466 (Voice)

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS**ORGANIZATIONAL PLAN**

The Department of Labor and Industrial Relations is comprised of numerous agencies organized to execute statutory requirements and department policy in the areas of workers' compensation, unemployment insurance, public sector bargaining, labor standards and human rights.

DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

The Department of Labor and Industrial Relations operates under the authority of Chapter 286 RSMo, and others, in order to provide a dynamic and balanced workforce for the state.

DEPARTMENT MANAGEMENT

The Department of Labor and Industrial Relations is controlled, managed and supervised by the Labor and Industrial Relations Commission as provided by Section 49, Article IV of the Missouri Constitution. The Commission consists of three members appointed by the Governor with the advice and consent of the Senate.

The Department Director is nominated by the Labor and Industrial Relations Commission, appointed by the Governor, confirmed by the Senate and is the chief administrative officer of the Department. The Director appoints the central management staff and some division directors, supervises the departmental agencies and advises the Governor and General Assembly on matters relating to labor and industrial relations issues.

The Deputy Director and General Counsel, who acts as director in the Director's absence, are primarily responsible for the supervision of the administration within the Department. The Deputy Director has an advisory relationship with select divisions, assists in legislative and budget efforts, heads the Office of General Counsel, and performs functions as delegated by the Department Director.

The Director of Administration is responsible for the Department's administrative support and operation functions.

LABOR AND INDUSTRIAL RELATIONS COMMISSION

The Labor and Industrial Relations Commission, operating under the authority of Chapter 286, RSMo, hears, in one form or another, all appeals from all decisions and awards in workers' compensation, unemployment insurance, prevailing wage and victims of crime compensation cases at the highest administrative level. The Labor and Industrial Relations Commission administers the Public Sector Labor Law that covers public employees who seek union representation.

DIVISION OF LABOR STANDARDS

The Division of Labor Standards, operating under the authority of Chapter 290, 291, 293, 294 RSMo, issues theatrical booking agency licenses; issues child labor work permits; assists the

public with issues relating to wage, hours and dismissal rights; assists the public with voluntary compliance of child labor, prevailing wage, safety and health laws, and enforces laws where authorized and necessary. The On-Site Workplace Safety and Health Consultation Program, Mine and Cave Safety and Health Program and Workers' Safety Program (formerly in the Division of Workers' Compensation) are all in this Division.

DIVISION OF WORKERS' COMPENSATION

The Division of Workers' Compensation, operating under the authority of Chapter 287, RSMo, administers Missouri's Workers' Compensation Law. The Division's primary function is to provide prompt and equitable resolutions of all cases of work-related injuries and occupational diseases. The Division's administrative organization is designed to promote a fair and amicable settlement between the parties, resulting in a minimum of formal litigation. The Division also has a fraud and noncompliance unit which investigates violations of the law.

DIVISION OF EMPLOYMENT SECURITY

The Division of Employment Security, operating under the authority of Chapter 288, RSMo, administers the unemployment insurance program in Missouri. State unemployment contributions paid by Missouri employers are set aside for the sole purpose of providing for the payment of weekly unemployment benefits to qualified claimants.

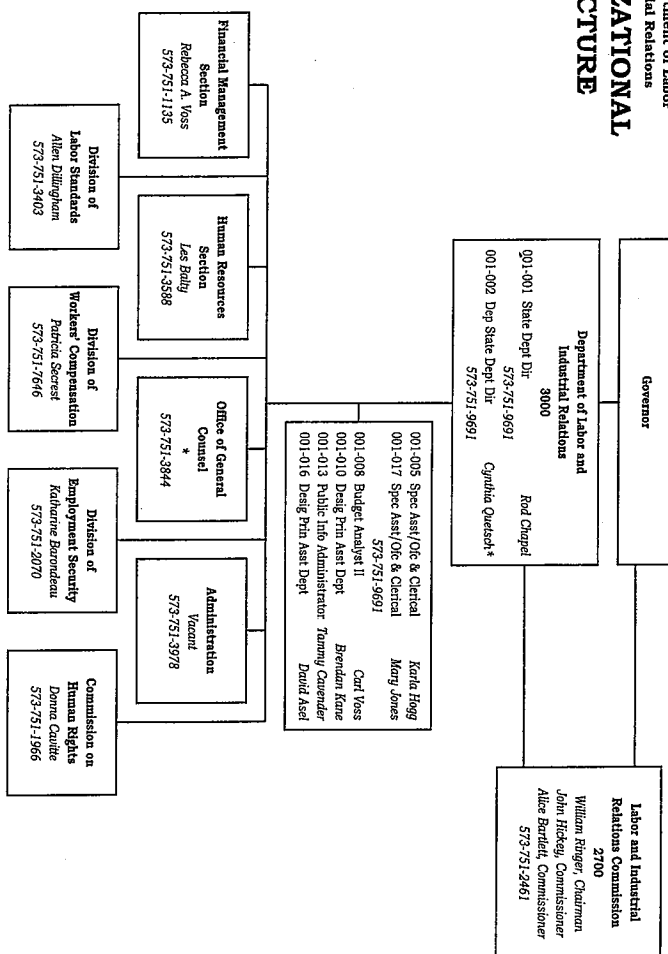
COMMISSION ON HUMAN RIGHTS

The Commission on Human Rights, operating under the authority of Chapter 213 RSMo, provides equitable and timely resolution of discrimination claims through the enforcement of the Missouri Human Rights Act and also devises, recommends and implements ways to prevent and eliminate discrimination.

ADMINISTRATION

This unit provides support services to the agencies within the Department. Administration assists the Department in accomplishing the mission and goals.

Missouri Department of Labor and Industrial Relations ORGANIZATIONAL STRUCTURE



* DOLIR Deputy Director Cynthia Quetsch also serves as General Counsel.

ID 626-001 Missouri Department of Labor and Industrial Relations

7 Positions

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Department of Labor and Industrial Relations
Executive Salaries

Title	FY 2007 Salary Range	
	<i>Minimum</i>	<i>Maximum</i>
Department Director	80,232	116,856
Deputy Director	73,536	106,920
Director, Division of Employment Security	67,428	97,896
Director, Division of Workers' Compensation	98,376	(Statutory)
Director, Division of Labor Standards	61,908	89,580
Executive Director, MO Commission on Human Rights	61,908	89,580
Labor and Industrial Relations Commission	99, 038	(Statutory)